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## UC San Diego Health Sciences Guidelines Faculty Vacation Accrual and Reporting

### References

1. [Academic Personnel Manual, Section 110, Academic Personnel Definitions](#)
2. [Academic Personnel Manual, Section 730, Leaves of Absence/Vacation](#)

### Applicability

These organizational guidelines are applicable to all Health Sciences faculty at UC San Diego who report to the Vice Chancellor for Health Sciences. MSP providers are excluded, as they follow staff leave policies.

### Definitions

- A. **Academic Appointees** – Academic appointees subject to policies and procedures within the APM include, but are not limited to, faculty such as professorial rank faculty, lecturers and clinical faculty; academic research professionals such as professional researchers and specialists; academic service professionals such as librarians and cooperative extension specialists and advisors; and graduate student employees such as research and teaching assistants (see [Academic Personnel and Programs](#)).
- B. **Faculty** – A member of the faculty of the University is an academic appointee in a School, College, Division, Department, or Program of instruction and research who has independent responsibility for conducting approved regular University courses for campus credit. As an exception, students in a UC degree program who teach independently within their discipline are not considered faculty. Members of the faculty are individuals appointed to the following titles or series and include those recalled to active service (see [APM 110](#)):
  - a. Professor series
  - b. Acting titles in the Professor series (students who hold the Acting Instructor title are not considered faculty)
  - c. Visiting titles in the Professor series
  - d. Professor in Residence series
  - e. Adjunct Professor series
  - f. Professor of Clinical (e.g., Medicine) series
  - g. Health Sciences Clinical Professor series
  - h. Clinical Professor of Dentistry (50 percent or more time) series

- i. Supervisor of Physical Education series
  - j. Supervisor of Teacher Education
  - k. Lecturer
  - l. Senior Lecturer
  - m. Lecturer with Potential for Security of Employment
  - n. Lecturer with Security of Employment
  - o. Senior Lecturer with Security of Employment
  - p. Acting titles in the Lecturer with Security of Employment Series
  - q. Lecturer in Summer Session
  - r. Coordinator of Field Work
  - s. Field Work Supervisor
  - t. Field Work Consultant
- C. **Vacation** – a period of exemption from work granted to a faculty member.

### **Purpose**

This provides guidance to Health Sciences faculty regarding vacation accrual and reporting. Faculty with appointments at Rady Children’s Hospital-San Diego or VA San Diego Healthcare System may have additional requirements in accordance with those organizations’ policies.

1. Vacation Accrual ([APM 730-18](https://www.ucop.edu/academic-personnel-programs/_files/apm/apm-730.pdf)) [https://www.ucop.edu/academic-personnel-programs/\\_files/apm/apm-730.pdf](https://www.ucop.edu/academic-personnel-programs/_files/apm/apm-730.pdf)
  - a. Academic personnel appointed on a fiscal-year basis accrue vacation at the rate of two (2) working days per month for full-time service.
  - b. Health Sciences faculty accrue vacation proportional to their UC San Diego appointment.
    - i. For faculty who are full time the accrual is two (2) days per month.
  - c. Regularly scheduled days off and University administrative holidays shall not be charged against vacation time.
  - d. Vacation shall not accrue during a leave of absence without salary.
  - e. Vacation credit may accumulate to a maximum of forty-eight (48) working days for full-time employees.
2. Use of Accrued Vacation ([APM 730-20](https://www.ucop.edu/academic-personnel-programs/_files/apm/apm-730.pdf)) [https://www.ucop.edu/academic-personnel-programs/\\_files/apm/apm-730.pdf](https://www.ucop.edu/academic-personnel-programs/_files/apm/apm-730.pdf)
  - a. Vacation hours cannot be used before they are accrued.
  - b. Accrued vacation can be used for sick leave purposes ([APM 710](#), [715](#), and [760](#)).
  - c. Records of vacation leave used shall be recorded in one (1)-day increments only.
3. Reporting Vacation
  - a. Every faculty appointee is required to report vacation hours taken. Failure to do so is in violation of University policies.
  - b. Vacation hours are reported through the Academic Resource Center (ARC) via the department administrator.
  - c. The Department is responsible for submitting the number of vacation hours and associated date(s) on a monthly or quarterly basis for each faculty member.
  - d. Vacation hours will be charged in proportion to the distribution of payroll effort for each respective faculty member.
    - i. Example: If a faculty member who is 0.5 clinical FTE takes 7 days of vacation, not more than 3.5 days of vacation can be taken from their clinical commitments.
  - e. The Department must be notified in advance of vacation hours according to Department policies (but at a minimum of 60 days).