

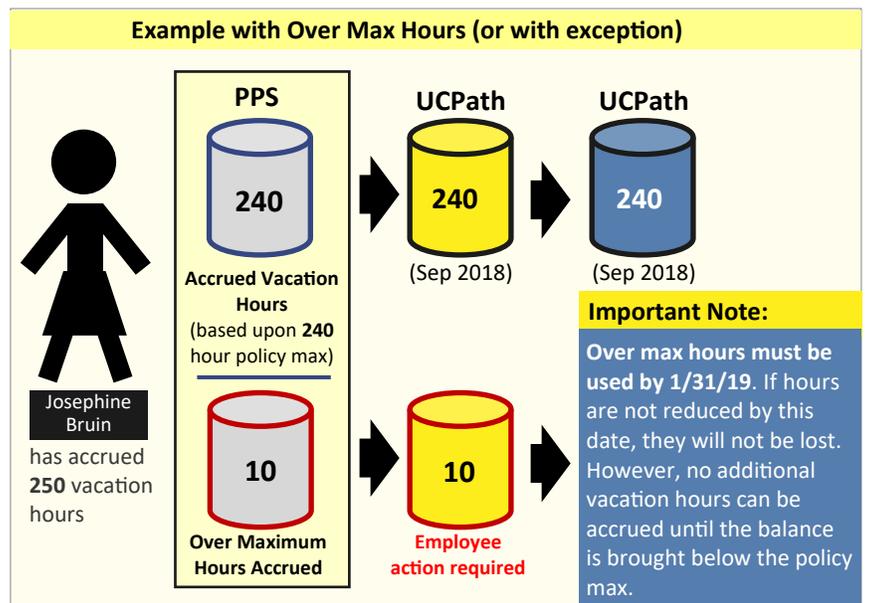
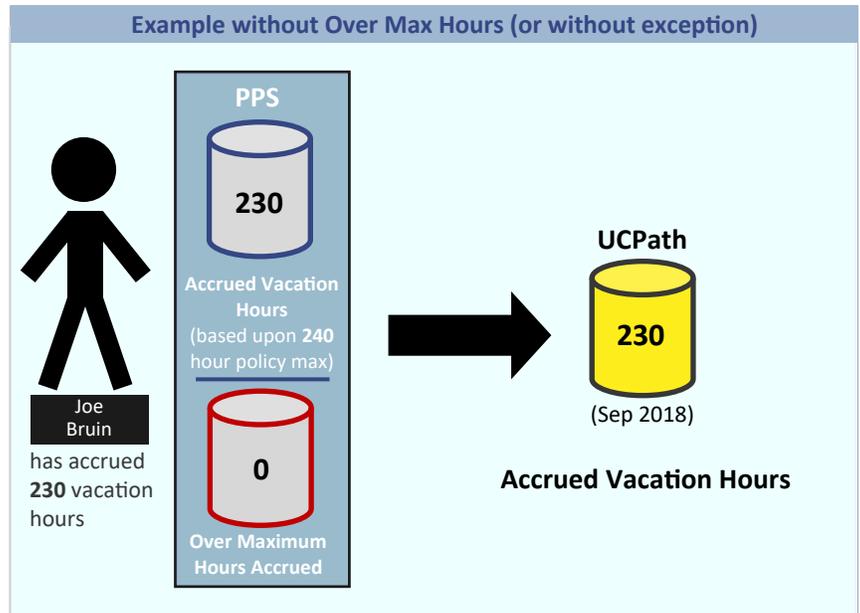
## Understanding Your Vacation Accruals in UCPATH (*Campus Employees*)

**UCLA**  
**UCPATH**

1. The University provides vacation leave to support overall employee work/life balance. Supervisors should work with their employees to review and schedule vacation so they can use this benefit.\*
2. The policy regarding vacation accrual maximum is *not* changing as a result of UCPATH. The UCPATH system is designed to apply the current UC system policy.
3. All accrued vacation hours (including any hours over the maximum), will transition over to the UCPATH system at go live. Employees will not lose or forfeit hours. Employees will not lose or forfeit hours.
4. After go live, employees will have four (4) months (**until 1/31/19**) to reduce any over the maximum vacation balances.\*\* It is important to note that during the 4 month grace period (which will continue to be allowed under policy going forward), employees will keep accruing vacation hours.

\*An exception to exceed policy maximum accrual continues to require prior approval. Contact your dept. HR representative for details.

\*\* Represented employees should refer to their union contracts for vacation accrual provisions applicable to them.



Questions? Visit <https://policy.ucop.edu/doc/4010406/PPSM%202.210> or contact your department HR representative.