

Dear Colleagues,

We continue to move forward despite this year's many challenges for UCLA Health and to all of us individually. We appreciate your continued commitment and fortitude. In recognition of your dedication during the pandemic, the UC Office of the President has approved the temporary suspension of paid time off (PTO) and vacation accrual caps under the [Absence from Work policy \(PPSM 2.210\)](#).

Effective June 1, 2020 through December 31, 2020, policy-covered staff will continue to accrue PTO or vacation beyond their policy maximums. Departments and employees will not need to submit exception requests as UC Path will automatically allow continued accruals during this time period. This extension does not apply to represented, academic or Senior Management Group employees. Additionally, the PTO payout for health system employees will still occur in November.

Thank you for your dedication and contributions during these challenging times.

Sincerely,

**Susi Takeuchi**

Chief Human Resources Officer

UCLA Health

### **Employee Q&A**

Q: Does this mean that employees have until 1/1/21 to return their vacation balance to their maximum accrual, or will they stop accruing on 1/1/21 until they bring their balance down to their maximum?

A: Employees will stop accruing on 1/1/21 until they bring their balance under their maximum.

Q: Will employees eventually or at some point lose their hours over the maximum?

A: No, employees will keep their hours over maximum indefinitely.

Q: Will employees be paid out the balance over the maximum if they terminate?

A: Yes, employees will be paid out their full balance if they terminate.

Q: When will UCPath be updated to allow accruals beyond the policy maximum?

A: The date for UCPath to be updated is TBD.

Q: Do employees or their department need to submit exception requests during this time period?

A: UCPATH will configure this exception for all eligible employees, so departments will not need to submit Vacation Accrual Maximum Exception Requests to CHR for approval.

Q: How high can the vacation accruals go up to?

A: There is no limit to vacation accruals during this period.

Q: What will happen to the overflow accruals when policy is enforced again?

A: The employee will retain their overflow accrual at the end of this period, but will not accrue any additional hours until they move below the max.

Q: When will vacation max end for biweekly employees if the official end date is 12/31/20? The next leave cycle is Pay Period Ending 01/09/21, would it allow those accruals to be calculated?

A: This question has been submitted to UCPATH – the answer will be posted once it is received.

### **HR Specific Questions**

Q: Will these accruals also be updated by UCPATH, will this be a responsibility of the HR reps, or will this be handled in a different manner?

A: UCPATH will configure this exception for all eligible employees, so departments will not need to submit Vacation Accrual Maximum Exception Requests to CHR for approval.

Q: For this past pay cycle: will those hours be updated in UCPATH? Or will HR need to take action on our end to ensure that those hours are updated?

A: UCPATH will configure this exception for all eligible employees, so departments will not need to submit Vacation Accrual Maximum Exception Requests to CHR for approval.

Q: Confirming that SOM will not have a vacation payout?

A: Correct, the November Vacation Payout will pay out all accrued hours above 288 bringing each employee's balance down to 288 hours for Health System employees only. School employees will not have their Vacation hours paid out.