

**VACATION LEAVE ACCRUAL CODES/RATES AND MAXIMUMS**  
(as of 0110/11/10)

Career non-represented staff employees in the WW Medical Center, Santa Monica Hospital, Physician Support Services, and Healthcare Professionals in the HX unit participate in the Paid Time Off Program (PTO). NPI/H and Primary Care Network do not participate in PTO\*.

The accruals listed on the chart below represent full-time accruals. Part-time employees earn pro-rated accruals.

<b>MANAGEMENT AND SENIOR PROFESSIONAL (MSP-TIER 2) and all SENIOR MANAGEMENT GROUP (SMG-TIER 2) hired on and after 7/1/96 (Except former Executive Program staff grandfathered under <a href="#">PPSM 41B.2</a>)</b>					
** Years of Qualifying Service	Leave Accrual Code	Average Accrual		Maximum Accrual	
		NON-PTO	PTO*	NON-PTO	PTO*
Less than 5	B-2	11.08 hrs	14.16 hrs	288	368
5 but less than 10	C-3	12.93 hrs	16.01 hrs	336	416
10 or more	D-4	14.77 hrs	17.85 hrs	384	464
<b>PROFESSIONAL AND SUPPORT STAFF (PSS-TIER 1) (All Staff except former A&amp;PS Program staff grandfathered under <a href="#">PPSM 41B.2</a>)</b>					
** Years of Qualifying Service	Leave Accrual Code	Average Accrual		Maximum Accrual	
		NON-PTO	PTO*	NON-PTO	PTO*
Less than 10	A-1	9.24 hrs	12.32 hrs	240	320
10 but less than 15	B-2	11.08 hrs	14.16 hrs	288	368
15 but less than 20	C-3	12.93 hrs	16.01 hrs	336	416
20 or more	D-4	14.77 hrs	17.85 hrs	384	464
<b>PROFESSIONAL AND SUPPORT STAFF (PSS-TIER 1) All former A&amp;PS Program staff <b>grandfathered</b> under <a href="#">PPSM 41B.2</a> and RX Unit employees hired on or before 11/1/97 under Article 40 And TX employees hired on or before 9/1/97.</b>					
** Years of Qualifying Service	Leave Accrual Code	Average Accrual		Maximum Accrual	
		NON-PTO	PTO	NON-PTO	PTO*
Less than 5	G-5	9.24 hrs	12.32 hrs	240	320
5 but less than 10	H-6	11.08 hrs	14.16 hrs	288	368
10 but less than 15	J-7	12.93	16.01 hrs	336	416
15 or more	K-8	14.77	17.85 hrs	384	464

An employee appointed at 50% or more of full time for a period of six months or longer is eligible to accrue/earn vacation from the date of the appointment. Employees who are not eligible to accrue/earn vacation from the date of appointment are assigned an "F" leave code. The "F" code designates eligibility to accrue sick leave for any month or quadriweekly cycle on pay status at 50% or more.



## VACATION LEAVE ACCRUAL CODES/RATES AND MAXIMUMS

(as of 10/11/10)

A month on pay status at 50% time or more is counted as a month of **\*\***qualifying service, and a quadriweekly cycle on pay status at 50% time or more is counted as a quadriweekly cycle of qualifying service.

**\*\*Qualifying service includes:** staff and academic service at the University; service for the State of California (including Hastings College of The Law); the Department of Energy Laboratories (DOE), California State University; and military leave from the same institutions.

### **Grandfathering former Executive and A&PS program employees:**

Employees who were in the Administrative and Professional Staff or Executive Program as of June 30, 1996 shall continue to accrue vacation under the A&PS or Executive schedule until a break in service of 4 or more months.

TX employees in titles formerly covered by the Administrative and Professional Staff Program (A&PS) on or before September 1, 1997, shall continue to accrue vacation under the A&PS schedule until whichever event occurs first: a break in service or four or more months, or transfer out of the unit.

RX employees in titles formerly covered by the Administrative and Professional Staff Program (A&PS) on or before November 1, 1997, shall continue to accrue vacation under the A&PS schedule until whichever event occurs first: a break in service or four or more months, or transfer out of the unit.