

DA 2082

March 7, 1997

**CHANCELLORS
LABORATORY DIRECTORS
SENIOR VICE PRESIDENT--BUSINESS AND FINANCE
VICE PRESIDENT--AGRICULTURE AND NATURAL RESOURCES**

Exception to Staff Policy 41, Vacation

Delegation of Authority--Exception to Staff Policy 41, Vacation

Staff Policy 41.A. provides that an employee who is ineligible to earn vacation because of a part-time or short-term appointment becomes eligible to earn vacation after six continuous months on pay status at 50 percent time or more. Prior to July 1, 1996, such employees, upon becoming eligible to earn vacation, would have been credited with six months' worth of vacation accruals as if they had been accruing vacation all along. Staff Policy 41.A. does not authorize the "credit-back" of vacation credits in these situations. However, effective immediately in your respective areas of responsibility, you are authorized to credit six months of vacation accruals to the leave banks of casual employees who:

- were appointed during the period of January 1, 1996 through June 30, 1996; and
- were ineligible to earn vacation due to their initial short-term or part-time appointment; and
- were on pay status for at least six continuous months at 50 percent time or more from the date of appointment.

The crediting-back of six months' accrued vacation time shall be effective retroactively on the date that six months of continuous service at 50 percent time or more was attained.

Any redelegation of this authority shall be in writing with copies to the Assistant Vice President--Human Resources and the Special Assistant--Coordination & Review.

Sincerely,

Richard C. Atkinson
President

cc: Members, President's Cabinet
Assistant Vice President Levin
Special Assistant Gardner
Principal Officers of The Regents



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