

**University of California, Davis  
Health System, Sacramento  
Department of Pathology and Laboratory Medicine**

***VACATION SCHEDULING***

**Administrative Procedure 850.A**

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**VACATION POLICY:**

Vacation Leave is scheduled at the convenience of the University of California, Davis Medical Center.

**VACATION CREDIT:**

Vacation is accumulated in accordance with University Policy or the appropriate labor contract agreement.

**VACATION CREDIT USE:**

An employee appointed at 50% or more of full-time for a period of six continuous months or more is eligible to earn vacation from the time of appointment. No vacation shall be used prior to the time it is credited.

**VACATION SCHEDULING GUIDELINES:**

When simultaneous requests for vacation are submitted by more than one employee, and operational needs do not permit the granting of requests, **preference is granted based on the respective seniority (in the Department of Pathology) of the employees, and on a rotational basis.**

1. **Overall Vacation Requests:** Vacation may be requested at any time, however comprehensively planned vacation scheduling is limited to **two 6 month intervals** each year, **Spring/Summer vacations (April through September)** and **Fall/Winter vacations (October through March).**
2. **Spring/Summer Vacation Requests:** Spring/Summer vacation requests (**MUST BE SUBMITTED BETWEEN OCTOBER 1st through OCTOBER 31st**) of the preceding year.
3. **Fall/Winter Vacation Requests:** Fall/Winter vacation requests (**MUST BE SUBMITTED BETWEEN APRIL 1st through APRIL 30th**) of the current year.
4. Vacation requests submitted during other time periods will be granted on a "sequential" basis as time allows.
5. **Posting of Vacation Schedules:** Supervisors will post vacation schedules ten (10) calendar days after cut off dates (November 10th for October sign ups and May 10th for April sign ups) and ten (10) calendar days after receipt of vacation requests submitted outside **primary** sign up months.

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6. Employees may not request and will not be granted vacation for more time than will be accrued at the time the vacation is to be taken.
7. Vacation requests will not be granted for more than **four (4) consecutive weeks**. **Four (4) consecutive weeks** will be considered only for Spring/Summer and Fall/Winter vacation requests.
8. **NO MORE THAN TWO (2) WEEKS will be granted during the heavy workload peak period of JUNE 1st through SEPTEMBER 30th of each year. These requests should be made during the Spring/Summer sign up period. Additional requests may be approved on a "time available" basis after October 31st.**
9. Vacation requests for a full work week (five [5] consecutive working days) will have priority over requests for less than a full week 1, 2, 3 or 4 day requests).
10. **NO MORE THAN ONE (1) WEEK of scheduled time off (vacation, etc) will be granted for major holidays (Christmas, Thanksgiving, New Years, week preceding Easter). The same week will not be granted to the same individual in the following year.**
11. **Multiple Vacation Requests:** Employees **must prioritize** multiple requests before submission to the Supervisor.
12. **Coverage for weekends/holidays falling within approved time off:** Employees shall attempt to provide the Supervisor with an acceptable alternative for coverage of posted weekends/holidays falling within approved time off.
13. **Vacation Cancellation:** Cancellation requests for previously approved scheduled time off (vacation, etc.), should be submitted immediately or as soon as possible and/or no later than four (4) weeks prior to scheduled time off and **must be approved by the Senior Supervisor. Canceled vacation time cannot be traded and will be offered to the next individual on the waiting list.**
14. **Maximum Vacation Accrual:** Employees shall be notified at least 60 calendar days in advance that he/she is reaching the maximum vacation allowable.

Employees shall request use of vacation credit at least 30 days prior to reaching his/her vacation maximum.

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**PROCEDURE HISTORY**

<b>Date</b>	<b>Written/ Revised by</b>	<b>Revision</b>	<b>Approved Date</b>	<b>Approved By</b>
10/88	R. Lowe	New	10/88	M. Gardner
02/93	B. Andreos	Revised	03/93	R. Cardiff
10/94	B. Andreos	Revised	12/94	R. Cardiff
4/96	B. Andreos	Annual Review	4/96	R. Green
11/98	B. Andreos	Annual Review	11/98	R. Green
9/00	B. Andreos	Annual Review	9/00	R. Green
9/01	B. Andreos	Annual Review	9/01	R. Green
8/02	B. Andreos	Annual Review	8/02	R. Green
9/03	B. Andreos	Annual Review	9/03	R. Green
11/04	B. Andreos	Revised	11/04	R. Green
11/05	B. Andreos	Annual Review	11/05	R. Green
9/06	B. Andreos	Annual Review	9/06	R. Green
9/07	B. Andreos	Annual Review	9/07	R. Green
8/08	B. Andreos	Annual Review	8/08	L. Howell
8/09	B. Andreos	Annual Review	8/09	L. Howell
8/10	B. Andreos	Annual Review	8/10	L. Howell
10/12	T. Cox	Biennial Review	10/12	L. Howell
9/16	S. Okimura	Biennial Review	10/16	L. Howell