

## Max Vacation Exception Request

This document shall be used by the Unit to notify the Timekeeper that they are requesting an exception to the Max Vacation suspension called for based on policy or contract language.

**This request must be completed, approved accordingly, before the maximum balance is reached, \*\* saved as a PDF and e-mailed to the Payroll Administration & Timekeeping office. [[max-vacation-group@ucsc.edu](mailto:max-vacation-group@ucsc.edu)]**

Upon receipt, the Timekeeper will review and respond within 10 business days.

\*\*Exception request must be approved by the Unit/Department/Division Head in addition to the Supervisor.

Employee Name:

Employee ID:

Unit:

Position Number:

Department Code:

The above referenced employee has been notified they are within the maximum vacation suspension window. The employee has requested to use \_\_\_\_\_ hours of vacation time to bring their vacation balance below the threshold.

I have reviewed the [maximum vacation information within the Payroll Employee Guide](#) and I am unable to approve the request to use vacation at this time for the reason indicated below (please check).

1. Temporary or unexpected reductions in unit staffing levels;
2. Critical time-sensitive projects or events that prevent employees from taking vacation;
3. Long term vacancies which cannot be filled and which impact department operations;
4. Unplanned leaves during the same period of time;

Please begin the appropriate extension period. During this time, I will work with the employee to schedule vacation sufficient to reduce his/her bank below the minimum.

It is understood if the employees vacation accrual balance isn't reduced below the maximum during the extension period, additional vacation accruals will be suspended until such a time as the balance is under the maximum.

\_\_\_\_\_  
Supervisor Name (Printed and Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Unit/Department/Division Head Name (Printed and Signature)

\_\_\_\_\_  
Date

Max Vacation Exception Request

PAYROLL OFFICE CONTROL USE ONLY

Employee Name:

Employee ID:

Unit:

Position Number:

Department Code:

Date:

Timekeeper:

The information below identifies whether the maximum vacation extension request has been approved or denied.

**Extension Granted** - employee will receive additional accruals per policy and/or collective bargaining agreements.

Final Extension Accrual Period

**Extension Denied** - vacation accrual is suspended until the employee's balance falls below the maximum.

Reason for denial:

No Vacation Requested by Employee

Request Received Too Late (maximum has been reached)

No Unit Head Approval

Did Not Meet Criterion for Extension (#'s 1-4 above)