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CHIEF HUMAN RESOURCE OFFICERS
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2016 Transition Assistance Vacation Cash Out Program

We recently sent out information about a change in the federal Fair Labor Standards Act (FLSA), effective December 1, 2016, that will increase the number of UC employees eligible for overtime pay. Those employees will convert to non-exempt, overtime-eligible status, and there will be a change in the timing of their normal pay period from monthly to biweekly. Employees will receive their first biweekly paycheck for the pay period November 20 through December 3, 2016 on December 14, 2016.

To minimize possible financial hardship from this transition, I am granting an exception to policy to establish the 2016 Transition Assistance Vacation Cash Out Program to allow a cash out of up to 80 hours of accrued vacation (or PTO, if applicable) for policy covered (non-represented) staff employees.

Current policy (PPSM 2.210, Absence from Work, Section III.B.7) only allows for vacation leave pay on separation of employment or in other limited circumstances. This letter provides an exception to policy to allow the cash out of up to 80 hours of accrued vacation for those policy covered employees who experience financial hardship as a result of their transition from a monthly pay schedule to a biweekly pay schedule on November 20, 2016. Employees participating in this program will have their existing vacation accrual balances reduced by the number of hours they choose to cash out.

Please develop local guidelines to implement this 2016 Transition Assistance Vacation Cash Out Program and application form. A model application form for eligible employees to apply for this program is attached. Costs of implementing this program are the responsibility of each location.

Please contact Christopher Simon (Christopher.Simon@ucop.edu) if you have any questions about this program.

Sincerely,

Dwaine B. Duckett
Vice President, Human Resources

Attachment

cc: Vice Chancellors of Administration
Senior Counsel Reed
Executive Director Larsen
Director Chester
Director Henderson
Director Simon
Director Weinstein
Manager Ruiz