



OFFICE OF THE VICE PROVOST -
ACADEMIC PERSONNEL AND PROGRAMS

OFFICE OF THE PRESIDENT
1111 Franklin Street, 11th Floor
Oakland, California 94607-5200

October 10, 2016

ACADEMIC PERSONNEL DIRECTORS

RE: 2016 Transition Assistance Vacation Cash Out Program

Dear Colleagues:

We recently sent out information about a change in the federal Fair Labor Standards Act (FLSA) that will increase the number of UC academic personnel eligible for overtime pay. Affected academic personnel 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. Affected academic personnel 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 resulting from this transition, the Executive Vice Chancellors/Provosts endorsed a 2016 Transition Assistance Vacation Cash Out Program to allow a cash out of up to 80 hours of accrued vacation for those academic personnel who experience financial hardship as a result of their transition from a monthly pay schedule to a biweekly pay schedule on November 20, 2016. Academic personnel 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 academic personnel to apply for this program is attached. Costs of implementing this program are the responsibility of each location.

If you have questions, please contact Interim Executive Director Amy Lee in my office at (510) 987-9503 or at amyk.lee@ucop.edu.

Sincerely,

Susan L. Carlson
Vice Provost
Academic Personnel and Programs

Attachment

2016 Transition Assistance Vacation Cash Out Program Sample Application Form

ACADEMIC PERSONNEL DIRECTORS

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cc: Provost and Executive Vice President Dorr
Executive Vice President and Chief Operating Officer Nava
Executive Vice President Stobo
Academic Council Chair Chalfant
Vice President Humiston
Vice President Duckett
Vice Provosts Academic Personnel/Academic Affairs
Associate Vice President Nation
Interim Associate Vice President Alcocer
Council of Graduate Deans
Council of University Librarians
Interim Executive Director Lee
Director Chester
Director Lockwood
Director Henderson
Director Weinstein
Manager Ruiz
Data Coordinator Sykes
Analyst Huang
Principal Analyst Espinoza
HR/AP Lead Park