



MEMORANDUM

Campus Human Resources
Healthcare Human Resources

May 26, 2004

PLEASE POST

DEANS, DIRECTORS, DEPARTMENT CHAIRS, ADMINISTRATIVE OFFICERS

Dear Colleagues:

The University of California is proposing a one-time Bonus Leave Program for 2004-05. Designed to recognize the contributions of UC employees in times of severe budget constraints and the lack of funding for general salary increases during the coming fiscal year, the program will provide additional paid leave time for eligible non-represented employees. Under this proposal, employees will receive two days bonus leave (16 hours for full-time employees; a proportional amount for part-time employees).

Employees in units that will be closing during the 2004 holiday closure period are encouraged to use the 2004-05 Bonus Leave Program during that period. However, bonus leave may be taken any time on or after December 15, 2004 through June 30, 2005. Bonus leave must be scheduled in advance in accordance with departmental leave and vacation policies. Employees unable to use the bonus leave by June 30, 2005 will have the leave credited to their vacation accruals (or, for similarly situated employees at the Medical Center, their paid-time off bank).

Each of the following eligibility criteria must be met:

- (1) **Non-represented Staff employees not receiving a general salary increase in 2004-05.** (For this program, individual-based salary increases, such as promotional increases, equity increases, temporary stipends, and special non-base payments are not considered a general salary increase.)
- (2) **Appointment Types:** Staff employees with Career, Limited, and Partial-Year Career appointments are eligible. Departments may determine that employees on Contract appointments are eligible for inclusion in this program under the conditions of their contract.

Employees with Per Diem or Casual Restricted appointments are **not** eligible.

- (3) **Most Recent Hire Date, Appointment Percentage and Status:** Eligible employees must be hired on or before July 1, 2004 and, effective December 15, 2004, must be appointed at 50 percent or more of full time and on active status.

Eligible part-time employees will receive two days bonus leave on a proportional basis based on their appointment as of December 15, 2004. Employees participating in the START program would receive bonus leave based on their pre-START appointment percentage. Employees on alternate full-time work schedules are eligible for the same amount of bonus leave as would be provided to a regularly scheduled employee.

Although the Bonus Leave Program described here for staff does not apply to academic employees, programs for academic personnel are being explored by the Office of the President.

Please distribute this proposal to your staff and provide them with the opportunity to comment. Comments for Campus Human Resources may be directed to Director Hilu Bloch at hbloch@be.ucla.edu or for Healthcare Human Resources to Director Maure Gardner at mgardner@mednet.ucla.edu by June 10, 2004.

Sincerely,



Lubbe Levin
Assistant Vice Chancellor
Campus Human Resources



Mark A. Speare
Senior Associate Director
Healthcare Human Resources
and Patient Relations