



MEMORANDUM

Campus Human Resources
10920 Wilshire Boulevard, Suite 200
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PLEASE POST

August 25, 2004

DEANS, DIRECTORS, DEPARTMENT CHAIRS, AND ADMINISTRATIVE OFFICERS

Re: 2004-05 UC Bonus Leave Program

The University of California is instituting a one-time Bonus Leave Program for 2004-05. Designed to recognize the many contributions and continued dedication of its employees, especially in the face of multiple-year budget cuts and the lack of funding for the general staff salary increase program, the University of California will provide additional paid leave time to eligible staff during the 2004-05 Winter holiday closure.

Overview

The 2004-05 Bonus Leave Program will provide two additional paid leave days (16 hours for full-time employees; a proportionate amount for part-time employees) to non-represented staff employees not receiving a general salary increase in 2004-05. Based on comments during the formal notice period, the program has been revised to ensure that all eligible employees receive the bonus leave in as efficient and timely fashion as possible. Consistent with the program's intent, the bonus leave will, in most cases, be used during the 2004-05 year-end holiday period. It is intended to be used on December 28 and 29, 2004, the two work days included in the campus closure. Department heads of units that are required to stay open during the closure will need to schedule alternate bonus leave days for affected employees during the period December 1, 2004 to January 31, 2005.

Academic employees are not covered by this program. Eligible non-represented Hospital System staff who participate in a paid time off program (PTO) in lieu of vacation shall have their PTO banks credited with the equivalent of the two paid days.

Application of the program to exclusively represented employees is subject to collective bargaining and is under discussion by Labor Relations at the Office of the President with the appropriate union bargaining agents.

Program Details

A. Program Summary

In FY 2004-05, two days of bonus leave (16 hours for full-time employees) will be provided to all eligible non-represented employees. This is a one-time program for those groups of employees who will not be receiving general salary increases in FY 2004-05, and is distinct from other paid leave programs such as holidays, vacation, or paid administrative time off.

B. Eligibility

All of the following three criteria must be met:

- (1) **Staff Eligibility:** 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, or Partial-Year Career appointments are eligible. Employees on contract appointments are eligible for inclusion in this program if such eligibility is consistent with 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 have been hired on or before October 1, 2004 and, as of December 1, 2004, must be appointed at 50 percent or more of full time and on active status.

C. Scheduling and Approval of Bonus Leave

UCLA has designated December 28 and December 29, 2004 as Bonus Leave Days. Most employees are expected to use their bonus leave on those days. Those employees who, for operational reasons, are required to be at work on December 28 and 29, 2004, will receive two alternative bonus leave days in the period December 1, 2004 - January 31, 2005. Department heads will schedule these alternative bonus leave days based on operational considerations.

D. Part-Time Employees and Employees on Alternate Full-Time Work Schedules

Part-time employees will receive two days bonus leave in proportion to their appointment as of December 1, 2004. For example, an employee who works four hours per day will receive two four-hour days of bonus leave. Employees on START will receive bonus leave based on their pre-START appointment percentage.

An employee on an alternate full-time work schedule is eligible for the same amount of bonus leave as would be provided to a regularly scheduled employee. For example, an employee who works four ten-hour days per week may be eligible for no more than sixteen hours bonus leave.

The Bonus Leave Program is one of several measures UC has taken recently to help offset the lack of state funding for salaries over the last few years. Other measures implemented in recent years have included several deferred retirement income (CAP) programs and restructuring the University's health benefits costs so as to mitigate the impact of skyrocketing health insurance premiums on employees, especially UC's lower paid workers.

UCLA staff employees may contact Campus Human Resources at 310-794-3147 or Healthcare Human Resources at 310-794-0500 or go to the CHR website at http://www.chr.ucla.edu/chr/2004-05_UC_Bonus_Leave_Program.pdf to learn more about the program, including eligibility requirements.



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