

VACATION/ANNUAL LEAVE CARRYOVER

1067

(No. 15a July 1990)

Cross References: DPA Rule 599.737
 DPA Rule 599.738
 DPA Rule 599.742.1
 Collective Bargaining Agreements

It is the intent of the State to allow employees to utilize credited vacation or annual leave each year for relaxation and recreation. It is the employee's responsibility to plan vacations well in advance to minimize conflicts with the operational needs of the Department. It is the Department's responsibility to provide reasonable opportunity for all employees to take an annual vacation commensurate with their accrual rate.

It is the responsibility of the employee and his/her immediate supervisor to manage the employee's leave in a way that avoids the need for carrying over excess beyond the established limits. If it becomes apparent that the employee will have excess vacation or annual leave hours, that employee and his/her supervisor are immediately responsible for developing a plan to abate the need for carryover. If it is impossible to completely alleviate the need for carryover of vacation, the employee may request carryover between calendar years and it will be granted. The need for carryover should only exist if:

- The employee has been prevented by CAL FIRE regulations from taking vacation until December and then is unable to take vacation because of sick leave use;
- The employee's vacation was cancelled because of fire, flood, or other extreme emergency necessitating their presence at work in a way that is consistent with applicable collective bargaining agreement provisions;
- The employee was assigned work of a priority or critical nature over an extended period of time; or,
- If absent for an extended period of time on sick leave or E/IDL and continuing to accrue vacation without an opportunity to use it.

If an employee (excluding Unit 8) has excess hours on January 1, that employee's supervisor is required to notify and meet with the employee by July 1 and plan enough time off so that the employee reduces his leave balance and no carryover into the next calendar year will be necessary. At the meeting the employee will also be told that if he/she fails to take time off for reasons other than those discussed above between July 1 and December 31, the supervisor will schedule the time off for him/her the next calendar year.

If a Unit 8 employee exceeds the specific cap on vacation as of January 1, he/she must take an equivalent amount of time off by June 1. If the employee does not submit a plan by March 1 for using the time off by June 1, the immediate supervisor is responsible for requiring the employee to take the time off by June 1.

[See Section 1055.3.2](#) for the responsibility of the Personnel Assistant.

[\(see next section\)](#)

[\(see HB Table of Contents\)](#)

[\(see Forms or Forms Samples\)](#)