



University of California, Merced
5200 N. Lake Road
Merced, CA 95343

September 7, 2018

VICE CHANCELLOR AND CHIEF FINANCIAL OFFICER

RE: Delegation of Authority (DA) – Establishment of Catastrophic Leave Sharing Program (Presidential DA 2085)

On June 12, 1997, the President delegated the following authority to Chancellors within their areas of jurisdiction and with appropriate restrictions:

- Establishment of Catastrophic Leave Sharing Programs under your respective jurisdictions.

Effective immediately, as Chancellor and pursuant to the authority delegated to me, I delegate the following authority to you within your area of responsibility:

- Establish a catastrophic leave sharing program for UC Merced consistent with UCOP guidelines.
 - Pertains to all eligible staff and academic personnel across campus-based fund sources, divisions, and departments.
 - Only vacation credits may be donated.
 - Define “catastrophic illness” to ensure consistent application of leave sharing.
 - Staff and academic personnel who accrue vacation may participate as donors or recipients of vacation credits.
 - Employees eligible to receive vacation credits must have exhausted all paid leave (vacation, sick, and compensatory time off).
 - Individual catastrophic leave accounts will not be credited with vacation credits that exceed the amount needed to ensure continuation of the employee’s regular salary during the employee’s approved catastrophic leave.
 - Vacation credits shall be transferred hour for hour, regardless of differing pay scales.
 - Copies of implementation procedures shall be forwarded to the Office of Human Resources at the Office of the President.
- Source of Authority: **Presidential DA 2085.**
- This authority may be re-delegated by you.

This Delegation supersedes the associated delegation in UC Merced DA 047.

Sincerely,

Dorothy Leland
Chancellor

cc: Director of Policy and Accountability, Sheryl Ireland

DA 2085

June 12, 1997

**CHANCELLORS
LABORATORY DIRECTORS
SENIOR VICE PRESIDENT--BUSINESS AND FINANCE
VICE PRESIDENT--AGRICULTURE AND NATURAL RESOURCES**

Delegation of Authority--Establishment of Catastrophic Leave Sharing Program

One of the University's key Human Resources objectives is to develop systemwide policies and local programs that foster a positive workplace environment. Consistent with this objective, you are authorized to establish local Catastrophic Leave Sharing Programs in your respective areas of responsibility, provided that such programs are consistent with the attached guidelines. Catastrophic Leave Sharing Programs enhance team spirit by giving employees the opportunity to voluntarily donate accrued vacation in support of colleagues who have exhausted their paid leave due to their own serious illness or in caring for a seriously ill family member. Such programs are invaluable in assisting individual employees through difficult periods of their University careers.

I would like to call your attention to the guidelines pertaining to the development of campus-wide programs and the use of the alternative method for recording vacation accruals as described in the Accounting Manual (Chapter P-196-13.5). These guidelines are needed to maintain a fair and equitable program for all employees and one that will be consistent with federal costing principles. The ability to charge the costs of leave sharing programs to federal contracts and grants may be jeopardized if local programs are not consistent with these requirements.

Any redelegation of this authority by Chancellors, Laboratory Directors, and the Vice President--Agriculture and Natural Resources shall be in writing with copies provided to the Senior Vice President--Business and Finance and to the Special Assistant--Coordination & Review.

Richard C. Atkinson
President

Attachment

cc: Members, President's Cabinet
Assistant Vice President Levin
Special Assistant Gardner
Principal Officers of The Regents

IMPLEMENTATION GUIDELINES FOR LOCAL CATASTROPHIC LEAVE SHARING PROGRAMS

Chancellors may implement local catastrophic leave sharing programs consistent with the following principles:

- C If a local leave sharing program is established, it must be implemented for eligible staff and academic personnel across all campus-based fund sources, divisions, and departments.
- C Only accrued vacation credits may be donated. Local procedures may limit the number of credits donated by an individual employee and received by a recipient.
- C Vacation credits may be donated when an eligible employee is catastrophically ill or injured or, if permitted by local procedures, when an employee is needed to care for a catastrophically ill family member or other person residing in the employee's household. Local procedures shall include a definition of "catastrophic illness" to ensure consistent local application of leave sharing.
- C If local procedures permit the donation of vacation credits for the care of a catastrophically ill person, such persons shall include the employee's spouse, parent, child, sibling, grandparent, or grandchild; in-laws and step-relatives in these relationships; and any other person residing in the employee's household for whom there is a personal obligation.
- C Staff and academic personnel who accrue vacation (and who have passed the waiting period to use vacation, if a waiting period is required by the applicable policy or collective bargaining agreement) may participate as donors or recipients of vacation credits. In addition, to be eligible to receive donations of accrued vacation credits, an employee is required to have exhausted all paid leave earned pursuant to the applicable personnel policies or labor agreement provisions covering vacation, sick leave¹, and compensatory time off. Local procedures may specify additional eligibility requirements.

¹ An eligible employee who has requested leave donations for the purpose of caring for a catastrophically ill person shall first exhaust their accrued sick leave balance even when doing so results in exceeding the 30-day limit imposed on the use of sick leave for family illness by applicable personnel policies and collective bargaining agreements.

- C Individual catastrophic leave accounts will not be credited with vacation credits that exceed the amount needed to ensure continuation of the employee's regular salary during the employee's approved catastrophic leave.
- C For the purpose of simplicity and auditable recordkeeping, accrued vacation credits shall be transferred hour for hour, regardless of differing pay scales.
- C Specific procedures with proper controls to transfer accrued vacation hours from donor to recipient shall be established and monitored to ensure the appropriate adjustments of the vacation balances of both donors and recipients.
- C Donated vacation payments to qualified recipients shall be processed pursuant to the procedure described in the Accounting Manual, Chapter P-196-1 3.5, Accounting for Vacation and Sick Leave--Alternative Procedure. If a location does not use the alternative method for recording vacation accruals, implementation of a catastrophic leave sharing program shall be deferred until such time that the alternative method for recording is implemented.
- C Copies of local implementation procedures shall be forwarded to the Office of Human Resources at the Office of the President.
- C Local notice to employees and employee organizations is required prior to implementation of a local program. Inclusion of exclusively represented employees in leave sharing programs may be subject to meeting-and-conferring with the appropriate exclusive bargaining agent.