

VACATION LEAVE

All benefit eligible employees earn vacation benefits. All others do not receive vacation benefits. Regular full-time and regular part-time employees scheduled to work at least 20 hours per week but less than 40 hours per week earn pro-rated vacation benefits based on their Full-Time Equivalent (FTE) status. For benefit eligible employees, vacation benefits are earned at a rate dependent upon the employee's years of service. For current staff members whose status has changed from on-call to benefit eligible, vacation benefits are earned at a rate based on their first date of hire with the Academy. Benefit eligible employees accrue (i.e., earn) vacation benefits each pay period. The accrued amount, if any, is recorded on paycheck statement.

To derive the full benefit of time off from work as intended by the vacation policy, employees are urged to use their full vacation benefits each year. However, if the demands of the work schedule does not permit employees to use all earned vacation time in a given year; employees may carry over vacation time to the following year.

Vacation accrual schedule and maximum accrual balance caps for employees are as follows, based on a 40-hour work week:

Years of Service	Rate of Accrual Per Pay Period (Hours: Minutes)	Annual Accrual	Maximum Accrual Balance
0 – 2 years	3:05	80 hours (10 days)	120 hours (15 days)
3 – 9 years	4:37	120 hours (15 days)	200 hours (25 days)
10 – 14 years	6:10	160 hours (20 days)	240 hours (30 days)
15+ years	7:42	200 hours (25 days)	320 hours (40 days)

Once an employee reaches their maximum accrual balance (cap) the employee stops accruing vacation until the employee has taken vacation time off, which brings their vacation accrual balance below the cap or until the cap increases by virtue of an increase in the employee's maximum annual accrual for the corresponding years of employment.

Before taking vacation time, employees must obtain prior approval from their department head.
Vacation requests of any length shall not be unreasonably denied. Accrued vacation time is

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paid upon separation from the Academy at the final rate of pay. A vacation day taken on a day the Academy closes early counts as a full vacation day.

Employees on unpaid leave of absence will not accrue vacation time during the period of the leave.