Leave Balances

- Sick and Vacation are accrued based on your position and payroll profile
- Postdocs are awarded Paid Time Off (PTO) and Sick Leave at the beginning of either their 6 or 12 month appointments
- The system of record for **Leave Balances** is UCPath
  - UCPath calculates accrual balances after pay statements are released, accruals are verified by payroll, then posted to Ecotime following the close of pay period in:
    - Monthly intervals for Exempt (monthly) Employees
    - Monthly intervals for Non-Exempt (hourly) Employees, but biweekly for hours taken
- The **Leave Balances** shown below can be found in both UCPath and Ecotime

Accrued	Awarded	Earned
Vacation – Up to Max Accruals	Postdoc PTO	Comp Time
Additional Vacation – Over Max Accruals	Postdoc Sick	
Sick		

- Differences in **Leave Balances** between UCPath and Ecotime
  - **Accrued Balances** in Ecotime reflect real time usage of **Sick**, **Vacation**, and **Comp Time**
  - Example for MO Exempt Employee:

Vacation	
Beginning Balance	53.68
Taken	0.00
Earned	10.15
Adjustments	0.00
Ending Balance	**63.84**

Accrued Balances (Calculated to 7/3/2020)

Category	Starting Balance	Earned	Taken/Paid	Current Balance	Approved Leave
Vacation	33.84	29.99	8.00	55.83	0.00

Date	Description	Hours	Totals	Source
07/02/2020	Vacation	-8.00	55.83	Taken
07/01/2020	Earned	10.15	63.83	UCAE VACATN

- UCPath, **Ending Balance** of 63.84, displays through 6/30, which matches Ecotime **Earned** on 7/1
- Employee took vacation on 7/2, Ecotime displays **Vacation Taken**
- UCPath will display the **Vacation Taken** in early August
  - Example for BW Non-Exempt Employee:
    - Ecotime **Accrued Balances** display **Vacation Taken/Paid** 131 hours

Accrued Balances (Calculated to 8/8/2020)

Category	Starting Balance	Earned	Taken/Paid	Current Balance	Approved Leave
Vacation	327.00	122.76	131.00	318.76	0.00

- Employee enters and **Saves** 40 hours of **Vacation** in Ecotime

Timesheet Summ

	Sun 07/26	Mon 07/27	Tue 07/28	Wed 07/29	Thu 07/30	Fri 07/31	Sat 08/01	Week Total
								0.00
ons		8.00	8.00	8.00	8.00	8.00		40.00
	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00

- Ecotime **Accrued Balances** display **Vacation Taken/Paid** 171 hours as soon as **Saved**

Accrued Balances (Calculated to 8/8/2020)

Category	Starting Balance	Earned	Taken/Paid	Current Balance	Approved Leave
Vacation	327.00	122.76	171.00	278.76	0.00

- o Submit **Leave Balance** errors in Ecotime greater than 1/100 of an hour to https://support.ucsd.edu/path

- ▪ **Maximum Vacation Accruals** and **Additional Vacation**

  - o Managers and Employees are advised to work together to avoid reaching Maximum (Max) Vacation hours which could inhibit the Employee's ability to continue to accrue Vacation hours
  - o Once Max Vacation hours are reached an Additional Vacation category is created in both UCPath and Ecotime
  - o When Vacation is taken, the Additional Vacation will be used first
  - o Existing UC policy, dictates that once the Max Vacation accrual is reached that the Employee would stop earning Vacation, until Employee went below the Max Vacation accruals
  - o There is an override exception form that could extend the Employee 4 months to decrease their Max Vacation accruals
  - o Currently COVID 19 policy has abandoned the 4 month exception policy for covered (99) Employees until 1/1/2021
  - o Effective 1/1/2021, Employees who are over the Max Vacation accruals, may need to submit the exception form to continue to accrue Vacation hours

Category	Starting Balance	Earned	Taken/Paid	Current Balance	Approved Leave
Vacation	384.00	15.51	0.00	399.51	0.00

Date	Description	Hours	Totals	Source
06/01/2020	Earned	0.00	399.51	Entitlement
06/01/2020	Earned	15.51	399.51	UCAE VACAD
05/01/2020	Earned	16.25	384.00	Entitlement
05/01/2020	Maximum Adjustment	-16.25	367.75	Entitlement
04/01/2020	Starting Balance	384.00	384.00	Entitlement

  - o In this example, the Employee has reached their Max Vacation accruals, see **Starting Balance**
  - o The line entries for 06/01/2020, reflect May accruals, 15.51 hours are credited to **UCAE VACAD**, earn code for Additional Vacation

- ▪ **Comp Time** is earned by Non-Exempt Employees, who have elected to earn **Comp Time** in lieu of overtime pay

  - o **Comp Time Election** is a fiscal year election and requires submission of a form outside of Ecotime
  - o Timekeepers and Supervisors can add **Comp Time Effective Dates** in Ecotime, see Ecotime Quick Guides
  - o Refer to Campus HR policy for how and when **Comp Time** is paid out based on separation, transfer, or request, see Ecotime Quick Guides for instructions on **Comp Time Payout**
  - o **Comp Time Election** displays as 1 line in Timesheet, reflects **Comp Time** elected at 100%

	Comp. Time Election ?													
Comp Time	100%	100%	100%	100%	100%	100%	100%		100%	100%	100%	100%	100%	100%	100%

- o In **Leave Balances**, select the **Comp Time** hyperlink to display and review the details of:
  - ▪ **Over Time Straight** and **Premium** calculations
  - ▪ **Comp Time Payout** request

Comp Time		0.00	40.38	30.00	10.38	0.00
Date	**Description**	**Hours**	**Totals**	**Source**		
06/27/2020	Comp Payout	-10.00	10.38	Comp Payout		
06/27/2020	Comp Payout	-20.00	10.38	Comp Payout		
06/13/2020	History Earned	9.38	40.38	Over Time Premium Comp		
05/28/2020	History Earned	8.00	31.00	Over Time Straight Comp		
05/27/2020	History Earned	2.00	23.00	Over Time Straight Comp		
05/23/2020	History Earned	7.50	21.00	Over Time Premium Comp		
05/22/2020	History Earned	1.50	13.50	Over Time Premium Comp		
05/02/2020	History Earned	7.50	12.00	Over Time Premium Comp		
05/01/2020	History Earned	1.50	4.50	Over Time Premium Comp		
04/17/2020	History Earned	1.50	3.00	Over Time Premium Comp		
04/10/2020	History Earned	1.50	1.50	Over Time Premium Comp		

- ▪ Select the **Vacation** and **Sick Leave Balances** hyperlink to display and review details

Vacation		33.84	29.99	0.00	63.83	0.00
Date	**Description**	**Hours**	**Totals**	**Source**		
07/01/2020	Earned	10.15	63.83	UCAE VACATN		
06/01/2020	Earned	9.69	53.68	UCAE VACATN		
05/01/2020	Earned	10.15	43.99	Entitlement		
04/01/2020	Starting Balance	33.84	33.84	Entitlement		

Sick		38.25	23.99	8.00	54.24	0.00
Date	**Description**	**Hours**	**Totals**	**Source**		
07/01/2020	Earned	8.12	54.24	UCAE SICK		
06/22/2020	Sick	-8.00	46.12	Taken		
06/01/2020	Earned	7.75	54.12	UCAE SICK		
05/01/2020	Earned	8.12	46.37	Entitlement		
04/01/2020	Starting Balance	38.25	38.25	Entitlement		

- ▪ COVID 19 Award Leaves are awarded to all Employees and Employees must meet certain requirements to use the time, see **COVID19 Guide** in Ecotime Quick Guides
  - o Ecotime displays COVID 19 balances taken, not awarded

Misc Taken (Calculated to 7/11/2020)	
Category	**Taken Amount**
Education	0.00
Admin Covid 19	0.00
Sick-FFCRA ESL/ESLF COVID19	0.00
FML-FFCRA EFML COVID19	0.00
Expanded Leave Pay Continuation	0.00

Swapping Leave Balances

- ▪ If you are an Exempt Employee, and you used Sick or Vacation, between the time your timesheet was due and the beginning of the next pay period, you can enter a retroactive timesheet for that month, see **Exempt Retroactive Guide** in Ecotime Quick Guides
- ▪ If you are a Timekeeper and you need to make an adjustment for an accrual that happened prior to 6/1/2020, or you need to swap an Employee as hours worked for Sick or Vacation, you can make that change in UCPath **Manage Accruals**, see **UCPath and Ecotime Adjustments Guide** in Ecotime Quick Guides