Factor Leave Accruals
Frequently Asked Questions

Scroll down to page 2 for the Central Payroll **Factor Leave Accruals Frequently Asked Questions** (FAQ) for information on factor leave accruals, including what they are, how they are calculated, and more.

You may also find factor leave accrual information in the Factor Leave Accrual Overview presentation, Factor Leave Accrual Chart for Exempt Employees, and Factor Leave Accrual Chart for Non-Exempt Employees documents located in the Central Payroll website at http://controller.berkeley.edu/payroll.

What are Factor Leave Accruals?

Factor Leave Accruals are a new method of accruing vacation and sick leave. This method uses a factor rate multiplied by the hours an employee is on pay status in order to calculate vacation and sick leave accruals.

Why is UC Berkeley making this change?

1. Why is UC Berkeley implementing Factor Leave Accruals?

How will this change impact me?

2. Am I transitioning to Factor Leave Accruals?
3. Am I an exempt or a non-exempt employee?
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Miscellaneous

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Questions

If you have questions about Factor Leave Accruals that are not included in this document or in the above Central Payroll website http://controller.berkeley.edu/payroll links, please reach out to your supervisor.

If your supervisor is unable to address your inquiry or concern, he/she can contact your department's/unit's timekeeper for information and assistance. If your department/unit receives HR support from Campus Shared Services, as a supervisor, he/she can contact CSS HR/APS by emailing hrapscsshelp@berkeley.edu with the email subject, **Factor Leave Accruals** or by calling (510) 664-9000, option 5 for CalTime, then 2 for HR support.

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Why is UC Berkeley making this change?

1. **Why is UC Berkeley implementing Factor Leave Accruals?**
   UC Berkeley is implementing Factor Leave Accruals to align and standardize the leave accrual method with all UC campuses in preparation for UCPath Shared Service Center.

How will this change impact me?

2. **Am I transitioning to Factor Leave Accruals?**
   All non-exempt and exempt employees are transitioning to Factor Leave Accruals, with the exemption of Academic titles. Employees in Academic titles will continue to accrue vacation and sick time as they have prior to 11/1/14.

3. **Am I an exempt or a non-exempt employee?**
   To find out if you are exempt or non-exempt, do one of the following:
   - Login into blu.berkeley.edu with your CalNet ID, and the top left corner of the webpage will display "non-exempt" or "exempt."
   - If you know your title code, you can go to https://tcs.ucop.edu/tcs/jsp/nonAcademicTitlesSearch.htm.
   - If you don't have online access or are still unsure, please check with your supervisor.

4. **Am I still accruing the same amount of vacation and sick leave annually?**
   Your accruals are based on your hours on pay status. If the time you are paid for varies, then so will your accruals. Therefore, a full-time employee should expect to see the same accruals over the course of the year, while part-time employees' accruals will vary depending on the above.

   Note: Leave Without Pay does not count toward sick and vacation accruals.

5. **Where can I view my accrual balances?**
   You can view your accrued vacation and sick leave balances in CalTime.

6. **When do I accrue leave? When are my leave accrual balances updated?**
   Employees accrue sick and vacation leave as follows:
   - Exempt employees accrue leave on the 1st of each month, following the close of each calendar month cycle.
   - Non-exempt employees accrue leave "quadra-weekly," which means after the conclusion of every two biweekly pay periods.
   Sick and vacation leave accrual balances are then immediately updated in CalTime.

7. **How are factor leave accruals rates assigned? How are my vacation and sick leave accruals calculated?**
   Vacation and sick leave factor rates are assigned to an employee based on current UC policy and agreed upon union contract terms.

   The number of hours you are on pay status is multiplied by your vacation and sick leave factor rate to determine how much leave you have accrued.

   Calculation: Factor rate **X** number of hours on pay status **=** Amount of vacation or sick leave accrued

   For example, if your vacation factor rate =0.057692 and your sick leave factor rate = 0.046154 and you worked 100 hours, your would accrue the following:

Vacation Leave:	0.057692 x 100 = 5.769200 hours
Sick Leave:	0.046154 x 100 = 4.615400 hours

8. **What does it mean to be on pay status?**
   Pay status includes a period of time for which an employee receives pay, such as time worked and paid leave (including compensatory time, vacation, or sick leave).

9. **How are sick and vacation leave accruals calculated for Non-Exempt employees?**
   Your sick and vacation leave accruals are now calculated based on factor leave accrual rates. Non-exempts will accrue leave every two biweekly pay periods (quadra-weekly). The employee's factor leave accrual rate is multiplied by the number of hours on pay status during a quadra-weekly cycle (160 hours in the case of a full-time non-exempt employee).

Vacation Leave Factor Rate: 0.057692			
Sick Leave Factor Rate: 0.046154			
Pay Cycle	**Hours Worked**	**Vacation Accrued**	**Sick Leave Accrued**
B1	80		
B2	80	9.230720	7.384640
B1	80		
B2	80	9.230720	7.384640
B1	80		
B2	80	9.230720	7.384640
B1	80		
B2	80	9.230720	7.384640
B1	80		
B2	80	9.230720	7.384640

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10. How are factor leave accruals calculated for Exempt employees?
For exempt employees, the factor leave accrual rate is multiplied by the number of hours on pay status during a **calendar month cycle**.

Each calendar month has a different number of working hours. The total number of working hours in a month is calculated by multiplying the number of business days (e.g. Monday to Friday) in that month and by the number of hours in a workday (e.g. 8).

The number of working hours for each month (assuming a full-time work schedule) can be found on the Central Payroll website: http://controller.berkeley.edu/number-working-hours-month.

> **Example** of a full-time <u>exempt employee</u> who works the total number of working hours in each calendar month.
>
> **Note:** Factor rates may vary depending on employee's eligibility. The following rates are an example only.
>
> **Vacation Leave Factor Rate:** 0.057692
> **Sick Leave Factor Rate:** 0.046154

Pay Cycle	Hours Worked	Vacation Accrued	Sick Leave Accrued
January	184	10.615328	8.492336
February	160	9.230720	7.384640
March	168	9.692256	7.753872
April	176	10.153792	8.123104
May	176	10.153792	8.123104

11. How do I find out my factor leave accrual rates?
You can reach out to your Human Resources contact. They should be able to assist you.

Miscellaneous

12. If I am in an academic title, do I accrue vacation and sick leave based on a factor accrual rate?
Employees in academic titles will not accrue leave based on a factor leave accrual rate and will continue to accrue leave as they do currently.

Note: Being an employee who works in an academic department is not the same as being an employee who has an academic job title. Some employees work in academic departments but do not have an academic job title, in which case, they will be subject to the factor leave accrual method.

13. How do I find out if I am in an academic title?
Your Human Resources contact should be able to inform you of your job title classification.