

ATTACHMENT 1

Personnel Policy and Procedures No. 35 Revised February 1, 1995

Subject: Use of Leave Time for Those Classified Employees in Grant Funded Positions (Sponsored Programs)

Responsible Office: Personnel Office

- A. Purpose. The purpose of this policy is to set forth University policy and procedures for employees taking annual leave accumulated under a sponsored program.
- B. Scope. Policy and procedures contained herein apply to all classified personnel employed under a sponsored program.
- C. Introduction. This policy is intended to cover the use and payment of leave time for those employed under sponsored program.
- D. Policy. All employees under sponsored programs are to take their accumulated annual leave annually, and not allow such to accumulate over a period of time.
- E. Procedures. During the final stages of the sponsored program, the employee must take all annual leave down to the very minimum prior to the ending date of the sponsored program. If the employee cannot take all of his/her leave, the project director must request permission to obtain funds from the granting agency in order to compensate said employee for such leave. Sick leave cannot be taken unless the employee or his/her immediate family is ill. Therefore, the project director should ensure that funds are available to pay for 1/4 of the total sick leave for those with five or more years of service whose programs are expiring.

Leave must be requested and reported in accordance with Policy and Procedures No. 37, Leave Reporting and Leave Activity Reporting Form.

The sponsored program director, personnel technician, and human resource director are responsible for consistent application of this policy.