

VACATION ADDENDUM TO SF-5(B)

All employees qualifying for vacation accumulation hired on extramural funds are entitled to vacation leave benefits comparable to other general funded personnel. New employees are entitled to accumulate twenty-one (21) days of vacation per calendar year up to forty-two (42) days. Subsequently, employees may accumulate not more than fifteen (15) days per calendar year up to a maximum accumulation of ninety (90) days. However, with written approval by the principal investigator certifying that the action is in the best interest of the project and that funds are available to cover such accumulation, an employee may accumulate more than the restricted fifteen (15) days described above. In the absence of such approval, the annual excess is subject to forfeiture. Vacation leave will not be granted for periods extending beyond the termination date of the contract or grant that funds the employee.

Statement

The above policy has been explained and a copy furnished to

Employee

Signed: _____
Employee

Signed: _____
Principal Investigator

Date: _____

Date: _____

Acct Code: _____

Period: _____

One copy to employee
One copy to be submitted with SF-5B