

ANNUAL LEAVE FOR EMPLOYEES FUNDED ON GRANTS

The University of Georgia policy regarding employees paid from grant funds states “Employees paid from grant funds may be required to use all accumulated annual leave prior to the grant's ending date to ensure the availability of funding.” Therefore, the College of Family and Consumer Sciences will continue the policy, first drafted in 2002 and now updated for 2012, as follows:

1. Employees paid from grant funds are required to use all accumulated annual leave prior to the grant's ending date to ensure the availability of funding.
2. Employees transferring into a new grant-funded position or onto another funding source may not transfer accumulated vacation time earned from previous grants or funding sources and must plan accordingly to take leave. The rationale for this is that it is inappropriate for the "new" grant to incur an expense for time allocated to previous project.
3. A grant must cover all the accumulated annual leave for an employee who resigns or who must be terminated due to a grant ending. The employee must take the annual leave during the period of the grant. The employee and supervisor should plan accordingly.
4. It is recommended grant-funded employees may not carry over more than 5 working days of annual leave into a new fiscal year.

Employees on grant funding should be informed of this policy at the time of their employment. To not do so is violation by the supervisor and the Department in following college policy.

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