

**THE UNIVERSITY OF ALABAMA IN HUNTSVILLE**  
**LEAVE ACCRUAL POOL FOR CONTRACTS AND GRANTS**

**Number** 06.03.06

**Division** Finance and Administration - Budgets and Management Information

**Date** September 13, 2016, reviewed & revised September 19, 2022

**Purpose** The purpose of this policy is threefold:

1. to establish a leave pool for all UAH employees charging to contracts and grants who qualify for paid leave
2. to standardize the accrual of leave for all contracts and grants, and
3. to set rules for allowable charges to the leave pool.

**Policy** All contracts and grants, regardless of the source of funding, will be charged a percentage on the salary expenditure of eligible employees in order to establish an accrued leave pool. Eligible employees include all UAH employees charging to contracts or grants who qualify for paid annual, sick, holiday, personal, military, paid time off, and bereavement leave. The percentage will be determined by the Office of Budgets and Management Information on an annual basis.

The procedure for accruing leave will be established by the Office of Budgets and Management Information and managed by the Payroll Office. The procedures will be made available on the Payroll Office website.

The paid leave including annual, sick, personal, holiday, military, paid time off, and bereavement will be charged to the leave pool. Uncompensated leave at termination will also be charged to this pool. Administrative leave, however, will not be taken from this leave pool. Administrative leave will be taken from the BII (Business Interruption Insurance) system.

**Review** The Office of Budgets and Management Information is responsible for the review of this policy every five years (or whenever circumstances require).