

 UNIVERSITY OF DENVER <small>1 8 6 4</small>	Office of Research & Sponsored Programs Standard Operating Procedures	Section: C2.4
Subject: Leave Reserve		Date: 7/01/11 (supercedes 10/08/08)

I. PURPOSE

To document the process by which leave is budgeted, expensed and accounted for persons paid on sponsored program funds.

II. DEFINITIONS

- a. **Leave:** This covers university-paid leave for the following leave types:
 - i. Vacation
 - ii. Sick
 - iii. Holidays (including unscheduled University closures, i.e. snow days)
 - iv. Jury
 - v. Funeral/Bereavement

III. POLICY

All appointed, benefited employees who are paid salary from sponsored program funds shall be pooled for purposes of accruing and expending leave. This excludes regular faculty who do not accrue leave.

IV. PROCEDURES

- a. The Office of Research and Sponsored Programs (ORSP) shall assure that proposed project budgets include an amount for leave reserve. This amount is calculated by using the current leave rate (as negotiated and published by ORSP) of salary and is added to the salary line. For current rate see web page at <http://www.du.edu/orsp/rates.html>.
- b. During each month-end closing process, the University shall run a process to calculate the leave reserve to be charged to each sponsored program fund. This process shall debit the sponsored program fund with the leave reserve amount and credit the leave reserve pool.
- c. Employees whose salary should be expensed to a sponsored program fund shall be set up through their department on OSP Payroll Clearing Fund 12023 with their appropriate department org code.
- d. Each month, such employees shall submit the appropriate timesheet to Payroll by the designated deadline. Timesheets shall indicate the distribution of pay, and shall include leave taken.
- e. Payroll shall credit the payroll clearing fund with the actual leave amount and debit the leave reserve pool.

V. REFERENCE

- Office of Management and Budget (OMB) Circular A-21, Section J-10f(1).