



Weber State University
Office of Sponsored Projects

Vacation Acknowledgement Policy

I _____ understand and acknowledge if all or any part of my regular salary is paid by an externally funded award, that portion of my earned annual leave must be used during the program/project period.

I further understand and acknowledge this rule applies, without exception, to every contract and grant regardless of the source of funds.

My signature below attests to my understanding and acknowledgement of the vacation policy stated here.

PI Signature

Date

CC: Dean
Department Chair
Contract File