



Policy & Procedures

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Vacation Policy

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If all or any part of a personnel's regular salary is paid by an externally funded award, that portion of that personnel's earned annual leave must be used during the program/project period. The grant or contract funded portion of vacation does not carry forward into the following year. In the event of employment termination during the grant period, any accrued leave will be forfeited. The Principal Investigator/Project Director is responsible to notify all personnel associated with this grant. This rule applies, without exception, to every contract and grant regardless of the source of funds.

Drug-Free Workplace

PPM 3-30a

Weber State University is a drug-free work place. Any personnel related to a grant or contract must review this policy. The Principal Investigator/Project Director is responsible to see that all employees, including students hired with grant or contract funds, receive and review the Drug-Free Work Place Policy.

Extra Compensation

As a participant of a grant or contract, it is personnel's responsibility to complete all work as outlined in the scope of work within date parameters set by the awarding agency. The payroll department works directly with all affected departments to coordinate pay. The ePar queue does not necessarily include all participants, therefore, it is the Principal Investigator/Project Director's responsibility to inform all relevant parties involved.

My written approval attests to my receiving, understanding, and agreement to abide by the rules of the Policy & Procedures Manual and all policies outlined within this document.