



Policy and Procedures Manual

Application: Full-Time Externally Funded Personnel

Section A5.9.8 – 5.10

A 5.9.9 Leave Policy for Employees Appointed to Externally Funded Accounts

- 1) Employees appointed to externally funded accounts shall accrue annual leave and sick leave at a rate consistent with similar non-externally funded positions at the University.
- 2) Employees appointed to externally funded accounts are expected to use all accrued annual leave and sick leave during the specified period of appointment. Except as noted in item 3 of this policy, there shall be no payment for any accrued annual leave or sick leave for employees appointed to external funded accounts. All unused annual leave and sick leave shall be forfeited at the point of employment termination. Accrued sick leave may be documented for credit with the Oklahoma Teachers' Retirement System.
- 3) Employees appointed to externally funded accounts that terminate their appointment under satisfactory conditions and who have been employed by the university more than one-year in a benefits-eligible position may be compensated for accrued annual leave if the externally funded project contains a separate account with sufficient funds to pay for accumulated leave and if approved by the immediate supervisor, appropriate Vice President and the Office of Sponsored Programs. Total compensation shall not exceed ten (10) days of accrued annual leave.
- 4) If an employee appointed to an externally funded account transfers or is appointed to a non-externally funded account, the University may allow the employee to transfer all accrued annual leave and/or sick leave. Request to transfer annual leave and/or sick leave must be approved by the supervisor and appropriate Vice President of the position to which the employee is transferring.

A 5.10 CLOSEOUT PROCEDURES FOR EXTERNALLY FUNDED PROJECTS

- 1) At least 90 days prior to the termination of an externally funded project, the Employment Services Office shall notify any employees appointed to the externally funded project of the end date of the project and the subsequent termination of employment. The Employment Services Office shall initiate and coordinate termination processes to the extent required by the University and the State of Oklahoma.

- 2) Prior to termination of an externally funded project, the project director will work with the immediate supervisor to develop a plan for storage of and access to project records. These records shall be maintained by the supervisor in accordance with record retention requirements of the State of Oklahoma and the funding agency.
- 3) Prior to termination of an externally funded project, the project director will work with the immediate supervisor to dispose of and/or to transfer any unused materials and equipment in accordance with policies of the University, the State of Oklahoma, and the funding agency.
- 4) Prior to termination of an externally funded project, the project director will complete, or make to be complete, all project-related reports as required by the university, the State of Oklahoma, and the funding agency.

A 5.11 NO-COST EXTENSIONS

Project Directors of externally funded projects may request a no-cost extension to the extent allowed by the funding agency. Prior to submitting a no-cost extension to a funding agency, project directors shall prepare a justification and budget for the no-cost extension period at least 120 days prior to the ending day of the project. The justification and budget shall be forwarded to the immediate supervisor, appropriate Vice President, and to the Office of Sponsored Programs and Research for approval. After approval, the project director may then forward the request to the funding agency.