

Baltimore Research and Education Foundation, Inc.	Annual Leave Earning Rate and Promotion Dates for Former VA Employees	No.		2
		Effective Date		4/30/2009
		Revision Letter		B
		Final Approval Signature	Approved at the BREF Board of Directors Meeting held 1/26/2011.	

1.0 Purpose

The purpose of this policy is to establish the terms whereby the Baltimore Research and Education Foundation, Inc. (BREF) will determine the rate at which annual leave will be earned for employees transferring to BREF from the University of Maryland at Baltimore or the VA.

2.0 Scope

This policy applies to employees transferring to BREF from the University of Maryland at Baltimore or the VA.

3.0 Policy

3.1 A VA employee who resigns his/her VA position in order to accept employment with Baltimore Research and Education Foundation may continue to earn leave at the same rate he/she was earning when a VA employee **if the BREF Principal Investigator who provides their salary support approves**. If not approved by the BREF P.I., the BREF Executive Director, in consultation with the BREF P.I., will offer the employee an alternate leave arrangement.

3.2 VA employees who terminate their position with the VA will be paid by the VA at the end of their employment for any unused annual leave. Accumulated annual and sick leave earned at the VA cannot be rolled over to BREF.

3.3 With the BREF Principal Investigator's approval, employee promotion dates may be based on the employee's original date of employment by BREF, University of Maryland at Baltimore or VA.

4.0 Responsibilities

4.1 It is the employee's responsibility to document to BREF the rate at which he/she was earning leave with the UM or VA.

4.2 It is the responsibility of the BREF Administration to receive approval from the BREF Principal Investigator to allow the employee to continue to earn leave at the previous employer's rate.

5.0 Revision History

Revision Date	Revision Letter	Name of Document Author	Description of Change
12/4/2008	A	Heather Riley	Policy is put into approved format
01/26/2011	B	Shirley Rutledge	No revisions. Policy approved at the BREF Board

			meeting held 1/26/2011