Date:

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, understand that as an employee of Utah State University paid wholly or partially from soft money (ie: grants, contracts, fee for service), I must use my annual leave per USU Policy 345 (<http://www.usu.edu/policies/345/>).

I understand that I must use my accrued annual leave and that leaving USU/CPD prior to my termination or transfer to another position at USU that my unused annual leave will be zeroed out at the end of my employment at the USU Center for Persons with Disabilities. Annual leave balances can be viewed in Banner SSB/Access at <https://it.usu.edu/banner/>

I also understand that when the department receives notification that my contract/grant is ending, I will be notified of my annual leave balance and that I must use my remaining annual leave prior to the end of the contract/grant, or I will forfeit my remaining balance at the end of my employment.

Employee Name Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position CPD Division

For employees being RIF’d due to grant ending, we will add this text to the last paragraph:

**Grant Ending Notification:** Your current leave balance as of (current Banner balance date) is \_\_\_\_\_\_\_\_\_\_\_. You will continue to accrue annual leave for (months remaining before termination date, i.e., March-June) at a rate of \_\_\_\_\_\_\_ hrs/month, giving you an additional \_\_\_\_\_\_\_ hours. All this leave will need to be used prior to (termination date). Any unused leave will not be paid out.