

DA 2085

June 12, 1997

**CHANCELLORS
LABORATORY DIRECTORS
SENIOR VICE PRESIDENT--BUSINESS AND FINANCE
VICE PRESIDENT--AGRICULTURE AND NATURAL RESOURCES**

Delegation of Authority--Establishment of Catastrophic Leave Sharing Program

One of the University's key Human Resources objectives is to develop systemwide policies and local programs that foster a positive workplace environment. Consistent with this objective, you are authorized to establish local Catastrophic Leave Sharing Programs in your respective areas of responsibility, provided that such programs are consistent with the attached guidelines. Catastrophic Leave Sharing Programs enhance team spirit by giving employees the opportunity to voluntarily donate accrued vacation in support of colleagues who have exhausted their paid leave due to their own serious illness or in caring for a seriously ill family member. Such programs are invaluable in assisting individual employees through difficult periods of their University careers.

I would like to call your attention to the guidelines pertaining to the development of campus-wide programs and the use of the alternative method for recording vacation accruals as described in the Accounting Manual (Chapter P-196-13.5). These guidelines are needed to maintain a fair and equitable program for all employees and one that will be consistent with federal costing principles. The ability to charge the costs of leave sharing programs to federal contracts and grants may be jeopardized if local programs are not consistent with these requirements.

Any redelegation of this authority by Chancellors, Laboratory Directors, and the Vice President--Agriculture and Natural Resources shall be in writing with copies provided to the Senior Vice President--Business and Finance and to the Special Assistant--Coordination & Review.

Richard C. Atkinson
President

Attachment

cc: Members, President's Cabinet
Assistant Vice President Levin
Special Assistant Gardner
Principal Officers of The Regents