UC ANR academics may request approval to receive additional compensation for performing extra work on extramurally funded research projects while utilizing accrued vacation leave. Sufficient funding for the additional compensation must be provided through the extramurally funded research project.

If approved you are eligible to receive up to one-twelfth (1/12) of your annual salary for extra work performed as per each vacation day specified. A corresponding number of accrued vacation days will be deducted from your vacation leave balance. UC policy states the maximum number of vacation days used cannot exceed one month per fiscal year (APM-667, Additional Compensation: Extramurally Funded Research: http://www.ucop.edu/academic-personnel-programs/ files/apm/apm-667.pdf).

Requester:	Employee ID#:	
Academic Title:		
Rank & Step:		
Effective Period:	Vacation Days per Month:	
Fund Account:	Title Code:	

Reviewed by:

Principal Investigator	Signature	Date
Director or Immediate Supervisor	Signature	Date
Contracts & Grants Supervisor	Signature	Date
*BOC or Financial Officer/Director	Signature	Date
Academic HR Manager	Signature	Date
Approved by:		
Associate Vice President	Signature	Date

*BOC = Business Operations Center or Financial Officer will verify if sufficient funding and vacation leave are available.