

Baltimore Research and Education Foundation, Inc.	Annual Leave Accrual Policy	No.		19
		Effective Date		03/10/2009
		Revision Letter		A
		Final Approval Signature	Approved at the BREF Board 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 budget for the employee's annual leave.

2.0 Scope

This policy applies to employees that accrue annual leave.

3.0 Policy

3.1 It is the policy of BREF to budget for and accrue the value of the annual leave liability due employees biweekly as the payroll is recorded. Accruing leave as it is earned allows the proper investigator's account to be charged for such expense each pay period as a Foundation employee may work for various investigators over the course of the year.

4.0 Responsibilities

4.1 The Accountant will record the cost of annual leave for BREF employees biweekly.

5.0 Revision History

Revision Date	Revision Letter	Name of Document Author	Description of Change
12/10/2008	A	Heather Riley	Put policy into approved format.
01/26/2011		Shirley Rutledge	No revisions. Policy approved at the BREF Board meeting held 1/26/2011.