

## **Vacation Accrual/Disability Sick Leave Rates**

You should not create a separate line for each staff member in a sponsored proposal budget. Instead use the following language in the budget justification of your proposal.

“Per our negotiated rate agreement with the Office of Naval Research, the budgeted salary amount for staff includes 8.80% vacation accrual/disability sick leave (DSL) for exempt employees and 7.40% for non-exempt/bargaining unit employees. This amount does not exceed total salary. The vacation accrual/DSL rates will be charged at the time of the salary expenditure. No salary will be charged to the award when the employee is on vacation, disability or worker’s compensation.”

If you have any questions about the application of these rates, please contact the [OSR](#), [RMG](#), or [ERA](#) representative serving your department.

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