

**Argonne National Laboratory Prime Contract****Appendix A Advance Understandings on Human Resources**

*Last revised: August 15, 2012*

**SECTION VII – PROGRAMS INVOLVING EMPLOYEE ABSENCE FROM THE WORKPLACE****a. Paid Leave.**

The Laboratory will provide a reasonable and cost effective paid leave program. Paid leave includes vacation, holiday, sick, jury, bereavement, military, voting and personal leave according to approved Laboratory schedules. Only leave accruals included in the annual benefit value study shall be allowable.

**b. Unpaid Leaves of Absence.**

The Laboratory will not count periods of approved leave without pay as Contractor service except as approved by the Contracting Officer. The effect of leave without pay on retirement and group insurance plans is governed by the group insurance and retirement plan policies in effect at the time the leave begins in accordance with applicable law and Contractor policy.

**c. Temporary Assignments.**

**Assignments of Laboratory Employees to Other Institutions for Teaching and Research.** The Contractor shall be reimbursed for expenditures consistent with Laboratory policy arising out of an employee assignment to another institution for teaching and/or research if the assignment is approved by the other institution and does not exceed one year. Contracting Officer approval is required for deviations from these limitations.

**d. Assignments in Accord with a Fellowship Award.** The Contractor shall be reimbursed for expenditures consistent with Laboratory policy arising out of an employee assignment to another institution under a fellowship or similar honorary award made by an educational foundation, a similar organization, or the Government. Such assignments must be approved by the Laboratory Director and approved by the Contracting Officer and will be for a period of one year or less. Employees who receive such assignments will be required to return to their employment at the Laboratory upon completion of such an assignment. Contracting Officer approval is required for deviations from these limitations.

**e. Assignments under an Exchange Program.** The Contractor shall be reimbursed for expenditures consistent with Laboratory policy arising out of an employee assignment to another institution under an exchange program as mutually agreed with other institutions. Such assignments will normally be for a period of one year or less and must be approved by the Laboratory Director and coordinated with the Contracting Officer. Contracting Officer approval is required for deviations from these limitations.

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f. **Assignment of Laboratory Employees to DOE and other Federal and Non-Federal Entities.** Other than listed above, assignments shall be made in accordance with DOE policy.

g. **Military Leave.**

Military leave and associated pay is authorized in accordance with Contractor policies, and/or State or Federal law.

h. **Security Leave.**

Wages or salaries paid to employees when access authorization is suspended by DOE will be allowable costs under the following conditions:

If a position which does not require access authorization is not available, the Laboratory Director or designee may place the employee on leave with pay at his or her base compensation until final disposition of the case. Leave with pay requires the Contracting Officer's concurrence that no position is available to which the employee might reasonably be transferred.