

College of Engineering

ODP Pay Rules and Pay Calculator

- ❖ ODP cannot exceed 3/9th annual salary per academic year.
- ❖ ODP on OSP funding cannot exceed 2.5 months.
- ❖ ODP on Univ. funding cannot exceed 2 months.
- ❖ **Total percentage of effort for release time and ODP cannot exceed 100% in a given month.**
- ❖ ODP must be paid in the month the ODP is taken.
- ❖ All ODP must be submitted via HR Action with the provided calculator excel file attached to verify amounts.
- ❖ Please contact the BOC if you have any issues with the calculator or rounding amounts. There is a cheat calculator on the last page to help you with your calculations.
- ❖ 57 days (3 months * 19 days) are required to meet full ODP of 3 months (eligible based on ODP calendar).