



**DEPARTMENT OF THE NAVY**  
OFFICE OF NAVAL RESEARCH  
875 NORTH RANDOLPH STREET  
SUITE 1425  
ARLINGTON, VA 22203-1995

IN REPLY REFER TO:

ONR 242  
September 26, 2019

*Via email*

Ms. Sharon E. Patterson  
Associate Vice President for Finance and Treasurer  
California Institute of Technology  
Mail Code 225-15  
Pasadena, CA 91125

Subject: Caltech FY 2020 Paid Leave Rate

Dear Ms. Patterson:

As coordinated with your office, Caltech requested approval of the Paid Leave Rate for FY 2020. Based on your request, I conducted analysis of the current projected paid leave rate, current requested paid leave rate, and historical paid leave data. Based upon my analysis, I am approving the below rate for pricing and billing purposes beginning 1 October 2019, until amended:

Paid Leave Rate: 18.0%  
Application Base: Biweekly salary and hourly employees

Caltech is expected to monitor this rate during FY 2020 and disclose to the Government any significant changes between the approved rate and estimated actual cost. This rate may be changed at any time upon agreement of Caltech and the Government or unilaterally by the Government.

If you have any questions, please contact Sharon Gales at (703) 696-8559 or via email at [sharon.gales@navy.mil](mailto:sharon.gales@navy.mil).

Sincerely,

Beth A. Snyder  
Contracting Officer

Cc: ONR San Diego Field Officer (B. Swing, ACO)  
DCAA (Supervisory Auditor, P. Winders)