



## Department of Energy

Brookhaven Site Office  
P.O. Box 5000  
Upton, New York 11973

AUG 25 2009

Mr. Anthony Bowman, Chief  
Human Resources and Occupational Medicine  
Brookhaven Science Associates, LLC  
Brookhaven National Laboratory  
Upton, New York 11973-5000

Dear Mr. Bowman:

SUBJECT: REIMBURSEMENT AUTHORIZATIONS

In accordance with your request of August 12, 2009, the following reimbursement authorizations are approved under Contract DE-AC02-98CH10886:

BHSO-1	Death Leave (Appendix A updated)	Effective August 25, 2009
BHSO-1	Adoption Assistance (Appendix A updated)	Effective August 25, 2009
BHSO-1	Accrual of sick leave	Effective August 25, 2009
BHSO-2	Awards - Variable Pay	Effective August 25, 2009

Sincerely,

Robert P. Gordon, Director  
Business Management Division  
Contracting Officer

Enclosures:  
as stated

cc: R. Kelly, BSA w/enclosures

U.S. Department of Energy  
REIMBURSEMENT AUTHORIZATION

Project

Brookhaven National Laboratory

Location

Upton, New York

Contractor

Brookhaven Science Associates

Contract No.

DE-AC02-98CH10886

Date of Contract

January 5, 1998

The following revision or addition to the approved employment policies and wage and salary schedules of the contractor is approved as an allowable cost, effective July 1, 2009:

Replace:  
Appendix A

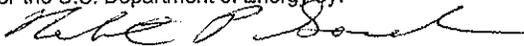
13. Death Leave

An employee may be allowed up to three days' absence with pay at their regular base rate for death in the immediate family- death of wife, husband, mother, father, daughter, son, sister, brother, grandmother, grandfather, mother-in-law, father-in-law,; and also any other family member residing in the household of the employee. An employee may be allowed on day of absence with pay at their regular base rate for death of any other family member other than the immediate family defined above.

With

An employee may be allowed up to three days' absence with pay at their regular base rate for death in the immediate family- death of wife, husband, mother, father, daughter, son, sister, brother, grandmother, grandfather, mother-in-law, father-in-law, same sex domestic partner; and also any other family member residing in the household of the employee. An employee may be allowed one day of absence with pay at their regular base rate for death of any other family member other than the immediate family defined above.

Approved for the U.S. Department of Energy by:



Name Robert P. Gordon

Title Contracting Officer

Date

AUG. 25, 2009

Project Brookhaven National Laboratory	Location Upton, New York
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Contractor  
Brookhaven Science Associates

Contract No. DE-AC02-98CH10886	Date of Contract January 5, 1998
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The following revision or addition to the approved employment policies and wage and salary schedules of the contractor is approved as an allowable cost, effective July 1, 2009:

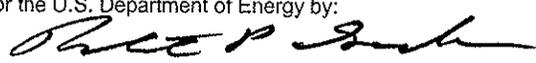
Replace:  
Appendix A

31. Adoption Assistance

The Laboratory may reimburse employees up to \$3,000 for costs associated with the adoption of an unrelated minor child. Reimbursable costs may include attorney fees, agency fees, court costs, transportation costs and medical costs.

With

The Laboratory may reimburse employees up to \$5,000 for costs associated with the adoption of an unrelated minor child. If both of the adoptive parents are employees, up to \$10,000 may be reimbursed. Reimbursable costs may include attorney fees, agency fees, court costs, transportation costs and medical costs.

Approved for the U.S. Department of Energy by:  Name Robert P. Gordon Title Contracting Officer	Date <i>Aug 25, 2009</i>
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Project Brookhaven National Laboratory	Location Upton, New York
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Contractor Brookhaven Science Associates
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Contract No. DE-AC02-98CH10886	Date of Contract January 5, 1998
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The following revision or addition to the approved employment policies and wage and salary schedules of the contractor is approved as an allowable cost, effective July 1, 2009:

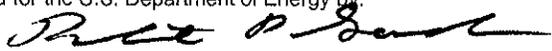
Authorization is requested to change the basis for permitting employees to use accrued sick leave per year to care for a sick family member from:

- 5 occurrences per year of up to 8 hours per occurrence.

To:

- A total of 40 hours per year

Appendix A does not directly address the use of sick leave or sick family member so this does not constitute a formal change to Appendix A.

Approved for the U.S. Department of Energy by:  Name Robert P. Gordon Title Contracting Officer	Date <i>Aug 25, 2009</i>
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Project Brookhaven National Laboratory	Location Upton, New York
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Contractor Brookhaven Science Associates
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Contract No. DE-AC02-98CH10886	Date of Contract January 5, 1998
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The following revision or addition to the approved employment policies and wage and salary schedules of the contractor is approved as an allowable cost, effective August 15, 2009:

Replace:  
Appendix A

34. Awards

b. Other Awards

The contractor may expend an amount not to exceed 0.15% (0.0015) per year of the Laboratory's operating budget, inclusive of Work For Others, for awards without Contracting Officer approval. The types of awards may include, for example, Length of Service/Retirement Recognition; Safety Awards; Suggestion Program and Special Performance recognition.

With

34. Awards

b. Variable Pay

The contractor may expend an amount not to exceed 1.5% (0.015) of the Laboratory's base payroll for variable pay without Contracting Officer approval. The types of payments may include performance-based recognition in the forms of bonuses, performance incentives, plus other payments and costs associated with for example, Service and Retirement Recognition; Safety Awards; Suggestion Program and retention incentives. BSA will provide a summary of expenditures under this authorization to DOE annually.

Approved for the U.S. Department of Energy by:  	Date  Aug 25, 2009
Name Robert P. Gordon Title Contracting Officer	