



Postdoc Sick and Vacation Time

Vacation Days

Postdocs need to have paid time off for recreational, religious, cultural, and other personal reasons. A reasonable period of time per fiscal year is allowable regardless of the reason for using the time and the University prefers to provide this time as vacation days.

Vacation days may be used at the postdoc's discretion and with the mentor's approval, provided that:

- The time off is pre-scheduled and coordinated with other time off
- The time off is used in whole or half-day increments

Postdoc's accrue vacation days monthly and may use them as the days accrue at any point during the fiscal year. Unused earned vacation days can also be carried over to the next fiscal year. The maximum amount of days that can be carried over cannot exceed the postdoc's maximum annual allowance.

- Upon appointment - 5 years of service: 1.33 days per month (16 days per year)

Sick Days

Each year postdocs will receive up to 10 paid sick days to be used for both personal and family medical purposes. A postdoc may draw upon the allowance either intermittently or in total over the twelve-month period based on eligibility date. "Eligibility date" refers to the date of the postdoc's first FMLA leave (Postdoc Scholar's only) within the previous twelve months.

Postdocs use the same allowance for both intermittent leave requests (such as prescheduled time off for medical appointments or reduced work time), if it relates to the personal medical or family medical leave request, or more significant events requiring a leave such as a serious health condition of a family member or a serious health condition of the postdoc.

Sick days for Family Medical, Parenting, and Personal Medical reasons is allowed based on years of service. A postdoc may accrue unused balances from year to year. Postdocs may draw from their sick days balance up to a maximum of 12 weeks within any twelve month time period for personal medical leaves.

Postdocs have the option to use up to eight days annually of their unused paid sick days for bereavement, parenting, or family medical leave. Documentation may be requested for absences exceeding five (5) consecutive days.