



Title: Part-Time Postdoc Benefits and Leave Policies

Effective Date: January 1, 2023

Responsible Official: Dean of the School of Graduate Studies and Director of the Office of Postdoctoral Affairs

Responsible University Office: Office of Postdoctoral Affairs

Revision History: January 2023, July 2021, April 2010

Related legislation and University Policies: [Time Away from CWRU - Postdoc Sick and Vacation Time Policy](#)

Review Period: 5 years

Date of Last Review: December 2022

Relates to: Postdoctoral Scholars and Postdoctoral Fellows

Definition of Part-Time

Part-time is anything less than 40 hours per week. Half-time is anything less than 20 hours per week.

Overtime and Time Keeping

Any part-time postdoc who is paid at a salary rate below the FTE salary minimum set forth by the Office of Postdoctoral Affairs is considered to be classified as nonexempt for purposes of university policies and procedures. Daily work hours must be tracked and they should be paid for each hour worked, including overtime (1.5x the hourly rate) for time worked in excess of 40 hours per week.

Pay

It is expected that postdocs appointed part-time receive a salary proportionate to the salary minimum set for by the Office of Postdoctoral Affairs, prorated to meet the Full Time Equivalent (FTE).

Part-time postdocs are considered non-exempt employees and will be paid two times per month on the 15th (or prior working day) and on the last working day of the month for the current work period.

Benefits

Part-time postdocs are entitled to the same medical benefits package as full-time postdocs. The Principal Investigator/department is still required to pay for single coverage at the full rate regardless of whether the postdoc is full or part time – and regardless of how many hours the postdoc works per week.

Vacation Days

The vacation rate is based upon the percent of full-time employment. Therefore, part-time postdoc's vacation hours are prorated based on their full-time equivalency (FTE).

University Closings for Holidays and Other Events

* [See Postdoc Time Away from CWRU Policy](#)

Personal Floating Holiday

* [See Postdoc Time Away from CWRU Policy](#)

Sick Days

Each year part-time postdocs receive sick days based upon the percent of full-time employment. Therefore, part-time postdoc's vacation hours are prorated based on their full-time equivalency (FTE). These days may be used for both personal and family medical purposes (including both physical and mental health). This sick time is available from day one of the postdoc appointment, and is based on the postdoc's anniversary date. A part-time postdoc may carry over unused balances from year to year; however, unused sick days are not payable at termination and are forfeited upon termination. Postdocs may draw from their sick balance up to a maximum of 12 weeks within any twelve month time period for personal medical leave.

Documentation of Sick Leave

* [See Postdoc Time Away from CWRU Policy](#)

Bereavement, Family Illness, and Paid Parental Leave

* [See Postdoc Time Away from CWRU Policy](#)

Unpaid Leave

* [See Postdoc Time Away from CWRU Policy](#)

Jury Duty and Subpoenaed Appearances

* [See Postdoc Time Away from CWRU Policy](#)

Personal Leave

* [See Postdoc Time Away from CWRU Policy](#)

Typical Work Week

The business hours for administrative offices range between the hours of 8:00am and 6:00pm Monday through Friday. It is the responsibility of each supervisor to determine if the efficiency and the services of the department will be better served by changing or extending the hours of operation. Each team/unit needs to determine the hours of operation of their group. Flexibility in work schedule is expected for trainees, allowing for both productivity and sufficient time away from work to refresh.