

Postdoctoral Leave/Time Off Policies				
Policy	Eligibility and Description			
	VU Postdoctoral Scholar, Research ('employee') (funded by sources other than fellowships or training grants)	VU Postdoctoral Scholar, Trainee ('non-employee') (funded by fellowship or training grant)	VUMC Research Fellow ('employee') (funded by sources other than fellowships or training grants)	VUMC Research Fellow Trainee ('non-employee') (funded by fellowship or training grant)
Paid Leave Time	<p>20 days of paid leave time per fiscal year</p> <p>Paid leave time accrual will be prorated by quarters (October 1, January 1, April 1, July 1), 5 days per quarter. Paid leave time can be used for scheduled absences such as vacation and extended parental leave and unscheduled absences for reasons such as an illness or injury. Time off must be used in the appointment year and discussed with and approved by the faculty PI/mentor.</p> <p>Paid leave time used for vacation days must be approved in advance by the faculty PI/mentor. Paid leave time can be used for the postdoc's illness or that of a family member. If an illness extends beyond the available accrued days, the postdoc may request an unpaid leave. Any unused time does not carry over and is not paid out at the end of the appointment year or when an</p>	<p>20 days of paid leave time per fiscal year</p> <p>Paid leave time accrual will be prorated by quarters (October 1, January 1, April 1, July 1), 5 days per quarter. Paid leave time can be used for scheduled absences such as vacation and extended parental leave and unscheduled absences for reasons such as an illness or injury. Time off must be used in the appointment year and discussed with and approved by the faculty PI/mentor.</p> <p>Paid leave time used for vacation days must be approved in advance by the faculty PI/mentor. Paid leave time can be used for the postdoc's illness or that of a family member. If an illness extends beyond the available accrued days, the postdoc may request an unpaid leave. Any unused time does not carry over and is not paid out at the end of the appointment year or when an</p>	<p>22 days of paid leave time per fiscal year</p> <p>Paid leave time accrual will be prorated by quarters (October 1, January 1, April 1, July 1), 5½ days per quarter. Paid leave time can be used for scheduled absences such as vacation and extended parental leave and unscheduled absences for reasons such as an illness or injury. Time off must be used in the appointment year and discussed with and approved by the faculty PI/mentor.</p> <p>Paid leave time used for vacation days must be approved in advance by the faculty PI/mentor. Paid leave time can be used for the postdoc's illness or that of a family member. If an illness extends beyond the available accrued days, the postdoc may request an unpaid leave. Any unused time does not carry over and is not paid out at the end of the appointment year or when an</p>	<p>22 days of paid leave time per fiscal year</p> <p>Paid leave time accrual will be prorated by quarters (October 1, January 1, April 1, July 1), 5½ days per quarter. Paid leave time can be used for scheduled absences such as vacation and extended parental leave and unscheduled absences for reasons such as an illness or injury. Time off must be used in the appointment year and discussed with and approved by the faculty PI/mentor.</p> <p>Paid leave time used for vacation days must be approved in advance by the faculty PI/mentor. Paid leave time can be used for the postdoc's illness or that of a family member. If an illness extends beyond the available accrued days, the postdoc may request an unpaid leave. Any unused time does not carry over and is not paid out at the end of the appointment year or when an appointment is terminated.</p>

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Holidays	In addition to paid leave time, official holidays are: New Year's Day (January 1) Memorial Day (last Monday in May) Independence Day (July 4) Thanksgiving Day (fourth Thursday in November) Friday after Thanksgiving Day Winter Break (6 days) All time off must be approved by your faculty PI/mentor.	If you are a NIH NRSA recipient, you must comply with the NIH policy located at: Sec. 11.3.16.1 Leave. November 2016. If you are a non-NIH NRSA recipient, contact the OPA (opa@vanderbilt.edu) Note: notices of policy changes in the NIH Grants & Contracts can supersede information in the NIH Grants Policy Statement. All time off must be approved by your faculty PI/mentor.	In addition to paid leave time, holidays are published by VUMC Human Resources. For information, visit: VUMC Holiday Calendar. All time off must be approved by your faculty PI/mentor.	If you are a NIH NRSA recipient, you must comply with the NIH policy located at: Sec. 11.3.16.1 Leave. November 2016. If you are a non-NIH NRSA recipient, contact the OPA (opa@vanderbilt.edu) Note: notices of policy changes in the NIH Grants & Contracts can supersede information in the NIH Grants Policy Statement. All time off must be approved by your faculty PI/mentor.
Family & Medical Leave	Up to 12 weeks* of job protected unpaid leave if you meet eligibility requirements under FMLA and up to 16 weeks in certain circumstances if you meet the eligibility requirements under TMLA.	Although not covered under FMLA, you may take up to 12 weeks of unpaid leave if you have been a postdoc trainee for at least 12 months. Trainee must use the leave for one of	Up to 12 weeks* of job protected unpaid leave if you meet eligibility requirements under FMLA and up to 16 weeks in certain circumstances if you meet the eligibility	Although not covered under FMLA, you may take up to 12 weeks of unpaid leave if you have been a postdoc trainee for at least 12 months. Trainee must use the leave for one of the following reasons: serious

	<p>For details, visit: FMLA and TMLA Leave</p> <p>*up to 26 weeks of military leave to care for a covered service member with a serious injury or illness if you meet eligibility requirements.</p>	<p>the following reasons: serious health condition of trainee or immediate family member (spouse, child or parent); birth or adoption of trainee's child or to care for a newborn child.</p>	<p>requirements under TMLA.</p> <p>For details, visit: FMLA and TMLA Leave</p> <p>*up to 26 weeks of military leave to care for a covered service member with a serious injury or illness if you meet eligibility requirements.</p>	<p>health condition of trainee or immediate family member (spouse, child or parent); birth of trainee's child or to care for a newborn child.</p>
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Parental Leave	<p>A two-week paid parental leave to eligible parents/spouses is available which must be used before the child is 12 weeks old.</p>	<p>If you are a NIH NRSA recipient, you must comply with the NIH policy located at: Sec. 11.2.13.1 Parental Leave Revised: 10/01/2017</p> <p>If you are a non-NIH NRSA recipient, contact the OPA (opa@vanderbilt.edu)</p> <p>Note: notices of policy changes in the NIH Grants & Contracts can supersede information in the NIH Grants Policy Statement.</p>	<p>A two-week paid parental leave to eligible parents/spouses is available which must be used before the child is 12 weeks old.</p>	<p>If you are a NIH NRSA recipient, you must comply with the NIH policy located at: Sec. 11.2.13.1 Parental Leave Revised: 10/01/2017</p> <p>If you are a non-NIH NRSA recipient, contact the OPA (opa@vanderbilt.edu)</p> <p>Note: notices of policy changes in the NIH Grants & Contracts can supersede information in the NIH Grants Policy Statement.</p>
Unpaid Leave	<p>Non-FMLA medical and personal leaves can be requested in accordance with guidelines located at: VU Leave of Absence.</p>	<p>If you are a NIH NRSA recipient, you must comply with the NIH policy located at: Sec. 11.2.13.1 Parental Leave Revised: 10/01/2017</p> <p>If you are a non NIH NRSA recipient,</p>	<p>Non-FMLA medical leave of absence is used for a medical leave that does not qualify under FMLA. For details, visit: VUMC Leaves of Absence.</p>	<p>If you are a NIH NRSA recipient, you must comply with the NIH policy located at: Sec. 11.2.13.1 Parental Leave Revised: 10/01/2017</p> <p>If you are a non NIH NRSA recipient,</p>

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Revision date: January 8, 2018