

Leave Policy

Post-doctoral Fellows

Post-doctoral fellows on full-time nine (9) months or twelve (12) month appointments earn one and one-quarter (1.25) days of sick leave per month.

Post-doctoral fellows with appointments of less than full-time, but at least half-time (0.5), earn sick leave each fiscal year prorated by the part time fraction of their appointment. Sick leave accrues and expires each fiscal year.

At the time of initial appointment, and at the beginning of each subsequent fiscal year, post-doctoral fellows shall receive an amount of sick leave equal to that which they are expected to earn during a fiscal year (as described above). Unused sick leave does not carry forward into the next fiscal year.

Please use the *Monthly Leave Request Form* to report sick leave taken.