

# NEW SICK LEAVE AND TIME OFF POLICIES AND PROCEDURES for Title Code 3252 Effective January 1, 2005

## Sick Leave

1. Postdoctoral Scholars – Employees (title code 3252) are eligible for paid sick leave of up to 12 days per 12-month appointment. Postdoctoral Fellows and Paid Directs are also eligible for the same sick leave unless the extramural funding agency has different sick-leave requirements. Postdoctoral Scholar with less than 12-month appointments are eligible for sick leave in proportion to the appointment period.
2. Unused sick leave is to be carried forward to subsequent Postdoctoral Scholar appointments.
3. Sick leave is not accrued and, therefore, cannot be tracked in the Payroll/Personnel System. Departments are responsible for maintaining records on sick leave eligibility and usage.
4. The administration of Postdoctoral Scholar sick leave in tandem with Workers Compensation, family and medical leave, and short-term disability is awaiting written guidance from the Office of the President.
5. If a Postdoctoral Scholar moves to an appointment that accrues sick leave, any unused sick leave cannot be carried forward to the new appointment.
6. Sick-leave balances for Visiting Postgraduate Researchers (3370's) who move directly to the title Postdoctoral Scholar – Employee (3252) effective January 1, 2005, will be treated as follows:

- a. Any unused sick leave balances in PPS on December 31, 2004, will be removed from PPS.

This removal process is called "initializing", and will occur about March 1, 2005, for the January 1, 2005 effective date.

- b. The campus Payroll Office retains a copy of the PPS reports indicating the "initialized" hours.
- c. The department records and retains the 3370 unused sick leave balances "off-line" in the employee's file.

- d. If a Postdoctoral Scholar needs to use sick leave, sick leave first is charged against the sick-leave account for which the Scholar is eligible by being in title code 3252; e.g., the 12-days-per-year sick-leave account for Scholars appointed at 100% time for 12 months.
- e. If additional sick leave is required, then any sick leave balances remaining from title code 3370 may be used. Use of the 3370 accrued sick leave is recorded in the department.
- f. If the Postdoctoral Scholar moves directly to a title that accrues sick leave, the sick leave balances as of December 31, 2004, less any 3370 sick leave used as a Postdoctoral Scholar, is restored manually in PPS.

If there is a break in service between the Postdoctoral Scholar appointment and reemployment in a title that accrues sick leave, the sick leave balance is restored manually in accordance with UC policy; i.e., all unused sick leave hours may be reinstated if the former employee is reemployed within two weeks of separation, a maximum of 80 hours may be reinstated for a break in service of two weeks and six months, and no hours may be reinstated for a break in service of six months or more.

## **Time Off**

1. Postdoctoral Scholars do not accrue vacation.
2. Postdoctoral employees are expected to take time off each academic year in the intersession and recess periods (which constitutes about four weeks, excluding University holidays) between the beginning of Fall Quarter and the end of Spring Quarter. If, however, the Postdoctoral Scholar's training and research program involves work during these periods, it is expected that the mentor will approve equivalent time off at another mutually agreeable time.

Postdoctoral Fellows and Paid Directs are eligible to take time off under these same conditions unless the extramural funding agency contains provisions to the contrary.

3. Postdoctoral Scholars remain on pay status during intersession and recess periods or their alternatives.