

4-OP-7-E1.12

Paid Time Off for Postdoctoral Scholar Employees

Title of Policy: Paid Time Off for Postdoctoral Scholar Employees

Responsible Executive: Vice President for Finance and Administration

Approving Official: Vice President for Finance and Administration

Effective Date: March 6, 2020

Revision History New

I. INTRODUCTION

This policy outlines the accrual and use of paid time off (PTO) for postdoctoral scholars.

II. POLICY

A. PTO Accrual

1. Full-time postdoctoral scholars shall accrue 4 hours of PTO each biweekly pay period. Postdoctoral scholars that are not full-time due to less than a 1.0 (100%) full time equivalent or leave without pay will accrue PTO at a proportionate rate.
2. PTO shall be accrued while in pay status and shall be credited on the last day of the pay period.
3. The PTO maximum balance is 104 hours. Once a postdoctoral scholars' leave balance is 104 hours, no further leave can accrue until leave is taken.

B. PTO Use

1. PTO can be used for periodic vacations, personal reasons, illness, or any other purpose. Supervisors may request medical certification for PTO used for sick purposes that extends for three (3) consecutive days or longer.
2. PTO shall not be used unless authorized in advance by the postdoctoral scholar's supervisor (research mentor, instructional supervisor for any teaching obligations of the appointment, or another appropriate authority).
3. If a postdoctoral scholar changes supervision, the new supervisor must approve any PTO before it can be taken, even for leave requests that were already approved by the previous supervisor.
4. In the case of unexpected illness, notification to the supervisor should be made as soon as possible. Except in the case of an emergency, notification must be given before the start of the business day on which the absence will commence.
5. PTO will not cause a postdoctoral scholar to exceed their appointed hours for the workweek.
6. PTO leave shall be recorded to the nearest quarter of an hour increment.
7. Postdoctoral scholars supported by special fellowships, outside funding agencies, or on international visas should consult with their individual agencies or International Student and Scholar Services (ISSS) to confirm PTO is permitted under their current stipend support or immigration status.
8. Postdoctoral scholars cannot use PTO as terminal leave before separation from the University.

9. PTO will not be paid out upon separation from the University.

C. Procedure

1. A record of any PTO taken by the postdoctoral scholar must be entered using the timesheet in the University's human resource information system, and approved by the postdoctoral scholar's supervisor.
2. The University does not accept PTO transfers from external institutions or employers.
3. PTO leave balances will not transfer to any non-postdoctoral scholar job codes.
4. If postdoctoral scholars have concerns regarding the management or administration of this policy, they should first consult with the postdoctoral coordinator or director for their department. If that does not resolve their concerns, they may seek assistance from the next level of authority, such as the Department Chair. Continued concerns may be addressed through the departmental chain-of-command, up to the Dean of the College. The postdoctoral scholar may always seek guidance concerning employment or postdoctoral policies through the Office of Human Resources or the Director of Postdoctoral Affairs.

III. LEGAL SUPPORT, JUSTIFICATION, AND REVIEW OF THIS POLICY

The President holds delegated authority from the Board of Trustees to establish personnel policies. Constitutional authority, state statutes, federal statutes, Florida Board of Governors regulations, and University regulations authorize the policy:

Florida Constitutional Article IX Section 7;
Florida Statutes Section 1001.706(6) (a);
Florida Board of Governors Regulation 1.001(2) (e) and (5) (a); and
Florida State Board of Trustees Regulation 4.001.

This policy shall be reviewed by the Chief Human Resources Officer every seven years for its effectiveness. The Office of Human Resources shall make recommendations to the Vice President for Finance and Administration for any modification or elimination.

Approving Authority

Date