

Time & Attendance Quick Guide- Exempt Postdoctoral Scholars

Exempt Postdoctoral Scholars Leave Reporting

- Exempt Postdoctoral Scholars submit monthly timesheets. In their timesheets, they must record any absences, including personal time off (PTO), sick leave, or various other eligible leaves.
- Postdoctoral Scholars with a 100%, 12-month appointment receive 24 workdays of PTO with pay for each 12-month appointment period.
 - Postdoctoral Scholars must obtain approval from their supervisor prior to using PTO.
- Postdoctoral Scholars are eligible for up to 12 days of sick leave per 12-month appointment period.

Use of PTO or sick leave for Exempt Postdoctoral Scholars is recorded in one (1) day increments. A “day” means the Postdoctoral Scholar’s regularly scheduled workday.

Winter Closure

Postdoctoral Scholars record PTO during the winter closure if they do not work.

Leaves

Postdoctoral Scholars may be eligible for several types of leaves such as Family and Medical Leave (FML), Pregnancy Disability Leave (PDL), etc.

Postdoctoral Scholars are eligible for the Postdoctoral Paid Family Leave (PPFL). This is an eight (8) week fully paid leave that may be used for eligible reasons.

Leave days should be recorded in time and attendance systems as one (1) day increments.

See [Article 12](#) and the [Expansion of Paid Sick Leave Side Letter](#) for leave eligibility and contact your leave administrator to ensure eligibility.

Time & Attendance Quick Guide- Exempt Academic Researchers

Exempt Academic Researchers Leave Reporting

- Exempt Academic Researchers (Professional Researchers, Project Scientists, Specialists, and Coordinators of Public Programs) must submit monthly timesheets. In their timesheets, they must record any absences, including any vacation leave, sick leave or various other eligible leaves.
- Academic Researchers with appointments for six (6) months or more accrue two (2) days of vacation leave per month for full-time service. Academic Researchers appointed less than full-time but at 50% or more, accrue vacation leave at a proportional rate. Academic Researchers at less than 50% time do not accrue vacation.
 - Academic Researchers must obtain approval from their supervisor prior to taking vacation time.
- Academic Researchers accrue sick leave at the rate of one (1) day per month for full-time service, including leaves with pay. Academic Researchers appointed less than full-time accrue sick leave at a proportional rate.

Exempt Academic Researchers record vacation and sick leave in one (1) day increments. Approved absences of less than a day do not require the use of vacation or sick leave. A “day” means the Academic Researcher’s regularly scheduled workday.

Leaves

Academic Researchers may be eligible for several types of leaves such as Family and Medical Leave (FML), Pregnancy Disability Leave (PDL), etc.

Leaves generally are taken as block leaves or, in certain circumstances, on an intermittent or reduced schedule basis.

See [Article 12](#) and the [Expansion of Paid Sick Leave Side Letter](#) for leave eligibility and connect with your leave administrator to ensure eligibility.

Winter Closure

Academic Researchers should record vacation leave during the winter closure if they did not work.

Time & Attendance Quick Guide- Non-Exempt Academic Researchers and Postdoctoral Scholars

Non-Exempt Academic Researchers Vacation and Sick Leave

- Non-exempt Academic Researchers must submit biweekly timesheets to record actual hours worked to the nearest quarter hour during each pay period and the actual hours they were absent from work.
- Non-exempt Academic Researchers appointed less than full-time but at 50% or more, accrue **vacation leave** at a proportional rate.
 - Academic Researchers must obtain approval from their supervisor prior to taking vacation leave.
- Non-exempt Academic Researchers accrue **sick leave** at a proportional rate based on FTE.

Non-Exempt Academic Researchers must record vacation and sick leave use to the nearest quarter hour.

Non-Exempt Postdoctoral Scholars PTO and Sick Leave

- Non-exempt Postdoctoral Scholars must submit biweekly timesheets to record actual hours worked to the nearest quarter hour during each pay period and the actual hours they were absent from work.
- Non-exempt Postdoctoral Scholars with a **Personal Time Off (PTO)** bank must obtain approval from their supervisor prior to using PTO.
- Non-exempt Postdoctoral Scholars receive a **sick leave** bank at a proportional rate based on FTE.

Non-Exempt Postdoctoral Scholars record PTO to the nearest quarter hour in full day increments and record sick leave use to the nearest hour.