

**ARTICLE 17
PERSONAL TIME OFF**

A. GENERAL CONDITIONS

1. Eligibility for pay status during time off is determined by the funding agency. Unless the extramural funding agency agreements contain provisions to the contrary, "Postdoctoral Scholars – Fellow" and "Postdoctoral Scholars – Paid Direct" are eligible to take time off in accordance with these provisions.
2. Postdoctoral Scholars with a 100%, 12-month appointment are eligible to use up to twenty-four (24) work days of Personal Time Off with pay at any time within each 12-month appointment period.
3. Personal Time Off not used within the 12-month period is not carried over into a subsequent appointment year. Personal Time Off not used when the Postdoctoral Scholar's appointment concludes, including when a Postdoctoral Scholar leaves the appointment prior to the established appointment end date, remains with the University.
4. Use of Personal Time Off is recorded in one-day increments. Approved absences of less than a day do not require the use of Personal Time Off. For the purposes of this Article, a "day" means a workday. Postdoctoral Scholars on reduced schedule are charged a full day of Personal Time Off when absent for their entire reduced time "day".

B. POSTDOCTORAL SCHOLARS WITH APPOINTMENTS OF LESS THAN TWELVE MONTHS

Appointees with a less than 12-month appointment are eligible for Personal Time Off in proportion to the appointment period; for example, a Postdoctoral Scholar with a six-month appointment is eligible for up to twelve (12) days of Personal Time Off.

C. REQUESTING AND USING TIME OFF

1. Use of time off provisions contained in this article requires the advance approval of the University.
 - a. A Postdoctoral Scholar shall submit requests for Personal Time Off to their supervisor in accordance with the provisions of §C.2., below. When making such requests, Postdoctoral Scholars should attempt to request time off to minimize the effect on their research and progress.
 - b. The University may deny requests for Personal Time Off based on operational needs, in accordance with the provisions of §C.2. and 3., below.
 - c. The University shall not unreasonably deny a Postdoctoral Scholar's request for Personal Time Off.
2. Postdoctoral Scholars are expected to communicate with the supervisor to request Personal Time Off as soon as the need for the time off becomes known. The request must include the information needed by the supervisor to assess the operational impact of the leave.
3. If the supervisor requires that the Postdoctoral Scholar's request be made in writing, or if the Postdoctoral Scholar submits the request in writing, the supervisor's response will be made in writing. The supervisor should respond to the request for Personal Time Off as soon as practicable.