

Sick Leave Benefits provided by the University to Post Doctoral Fellows, Veterinary and Clinical Psychology Interns

- Effective **July 1, 2012**, Post Doctoral Fellows, Veterinary and Clinical Psychology Interns will earn Sick Leave each fiscal year (July 1st – June 30th). If you are a Post Doctoral Fellow, Veterinary or Clinical Psychology Intern employed less than 100%, but at least 50%, your 1.25 days of earned eligible Sick Leave per month will be pro-rated according to the percentage of time you are employed. *Sick Leave expires at the end of the fiscal year (June 30th) and will not roll forward into the next fiscal year (July 1st).* In addition, Post Doctoral Fellows, Veterinary and Clinical Psychology Interns will be given an advance of the Sick Leave they would accrue during their first year in a benefit eligible status. Post Doctoral Fellows, Veterinary and Clinical Psychology Interns will receive the Sick Leave advance at the time of initial appointment due to immediate benefit eligibility and at the beginning of each fiscal year thereafter (July 1st). ***The Sick Leave advance given at the beginning of each fiscal year is a unique benefit created specifically for Post Doctoral Fellows.***

Are current Post Doctoral Fellows allowed an advance on their sick leave?

The policy is effective July 1, 2012, which allows current Post Doctoral Fellows, Veterinary and Clinical Psychology Interns to receive the sick leave advance. Prior to July 1, 2012, Post Doctoral Fellows, Veterinary and Clinical Psychology Interns are not eligible to earn sick leave at the University.

Is Annual Leave also earned?

Post Doctoral Fellows, Veterinary and Clinical Psychology Interns will remain ineligible to earn annual leave.

How is the Sick Leave Advance calculated?

The advance is calculated by factoring in the employee's full-time equivalent (FTE) and employment category at the initial appointment or the beginning of benefit eligibility. For example, Post Doctoral Fellows, Veterinary and Clinical Psychology Interns hired on or after July 1, 2012 accrue:

- **12-month** Post Doctoral Fellows, Veterinary and Clinical Psychology Interns at 80% would receive an advance of 96 hours (Post Doctoral Fellow, Veterinary and Clinical Psychology Intern appointments of less than full-time, but at least half-time earn sick leave prorated by the part time fraction of their appointment: 80% of 10 hours accrued per month is 8 hours/month x 12 months = 96 hours)
- **9-month** Post Doctoral Fellows, Veterinary and Clinical Psychology Interns at 100% would receive an advance of 90 hours (a full-time employee accrues 10 hours of sick leave per month x 9 months)

What if a Post Doctoral Fellow, Veterinary or Clinical Psychology Intern's FTE changes mid-year? Are they given the additional hours that would have been advanced if their FTE increases or are hours deducted from their advance if their FTE decreases?

The advance is calculated only at the time an employee initially becomes benefit eligible or each July 1st thereafter (*Sick Leave expires at the end of the fiscal year (June 30th) and will not roll forward into the next fiscal year (July 1st).* No adjustments are made based on changes following the initial eligibility.