

# **POSTDOCTORAL FELLOWS FAQ's**

## **September 2009**

### **What is a Research Postdoctoral Fellow?**

A Postdoctoral Fellow holds an appointment for a research and training position with a fixed end date. The Postdoctoral Fellow's appointment is intended to provide a full-time program of advanced academic preparation and research training. Postdoctoral Fellows have a unique relationship with faculty mentors as apprentice scholars and are expected to work independently to achieve career goals and objectives. At Tulane University, Postdoctoral Fellows are classified as Staff Employees.

### **Why has the vacation policy for Research Postdoctoral Fellows been revised, and by whom was it revised?**

The vacation policy for Postdoctoral Fellows was reviewed and revised by the Health Sciences Leadership Council, including the Senior Vice President for Academic Affairs and Provost, the Associate Senior Vice President for Research, the Deans of the Schools of Medicine, Public Health and Tropical Medicine, and Science and Engineering, and the Director of the Tulane National Primate Research Center, in consultation with WFMO and the General Counsel's Office. The revision is intended to reflect the role of the Postdoctoral Fellow as a trainee, indeed, an apprentice scholar, who is expected to work independently over a fixed period of time to develop a budding career.

### **Do Research Postdoctoral Fellows accrue vacation?**

Effective August 1, 2009, Postdoctoral Fellows are entitled to earn up to 5 working days of vacation leave each fiscal year. The earned vacation leave will not carry over to the following year. It will be forfeited if it is not used in the fiscal year in which it is earned.

Unless the extramural funding agency contains provisions to the contrary, Postdoctoral Fellows may take time off each year during University holidays. If, however, the Postdoctoral Fellow's training and research program involves work during University holidays, it is expected that the fellow's mentor will approve equivalent time off at another mutually agreeable time.

### **May a Research Postdoctoral Fellow use vacation time accrued prior to August 1, 2009?**

Postdoctoral Fellows who have accrued unused vacation time prior to August 1, 2009 will be permitted to use the accrued vacation before July 1, 2010 with the approval of his or her faculty mentor. Faculty mentors are expected to make every reasonable effort to accommodate requests from Postdoctoral Fellows to use the accrued vacation before July 1, 2010. Accrued vacation time that is not used before July 1, 2010 will be forfeited.

### **What if a Research Postdoctoral Fellow's position with the University terminates?**

If a Postdoctoral Fellow's position with the University terminates prior to July 1, 2010, he or she will be compensated for unused vacation time accrued prior to August 1, 2009 in addition to unused vacation time earned during FY2010. If the Postdoctoral Fellow's position with the University terminates on or after July 1, 2010, he or she will be compensated for unused vacation time earned during the current fiscal year of employment.