

Paid and Unpaid Leave Policy for Kirschstein-NRSA Supported Fellows (PostDoc)

I. Purpose

This Policy defines requirements for paid and unpaid leave for Kirschstein-NRSA supported postdoctoral researchers at Albert Einstein College of Medicine (“Einstein” or “College of Medicine”).

II. Scope

This Policy applies to Kirschstein-NRSA supported postdoctoral researchers at Einstein’s Belfer Institute for Advanced Biomedical Studies. Other postdoctoral researchers should refer to [Paid and Unpaid Leave Policy \(PostDoc\), POST-POL-2018-003](#).

III. Policy

III.A. Eligibility and Applicability

This Policy applies only to individuals with the title of research fellow on the payroll at Einstein who are Kirschstein-NRSA supported. When an individual’s funding source mandates a policy that is different from the Policy described here, the policy of the funding source must be followed. Policies relating to research fellows funded directly by other sponsoring entities while based at and accepted into a program at Einstein are the responsibility of those other sponsoring entities. However, mentors for research fellows funded by other sponsoring entities are encouraged to consider guidelines similar to the Einstein policies in granting leave to such individuals.

The College of Medicine reserves the right to modify these policies from time to time.

III.B. Effect of Leave on Appointment Period

Kirschstein-NRSA supported research fellows serve for a specified period of appointment (generally one academic year for each appointment) pursuant to a letter of appointment signed by the Director of the Belfer Institute, which sets forth the basic conditions of the appointment. A leave pursuant to this Policy applies only within the approved appointment period. No appointment period is extended by a paid or unpaid leave of absence unless there is an explicit extension of the appointment signed by the Director of the Belfer Institute or, in the case of military service, as required by law.

III.C. Paid Leave

III.C.1. Vacation

Kirschstein-NRSA supported research fellows are allowed 20 working days of paid vacation each year beginning January 1. Scheduling of vacation may be requested by the individual research fellow at his or her convenience, subject to the approval of the principal investigator (PI), who will determine if it is consistent with the operating responsibilities of the laboratory. All vacation time must be used within the year and any unused vacation time will be forfeited.

III.C.2. Parental Leave

Kirschstein-NRSA supported research fellows may continue to receive stipends for up to 60 calendar days (8 work weeks) of parental leave per year for the adoption or birth of a child. Either or both parents are eligible for such leave, but the institution and/or the supervisor must be notified in advance according to organizational policies. The use of parental leaves requires the approval by the fellowship sponsor or the PD/PI of the training grant.

III.C.3. Holidays

Kirschstein-NRSA supported research fellows are allowed the following eight paid legal holidays celebrated by the College of Medicine if, in the opinion of the PI, such time off is operationally viable: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day. An individual who is obliged to work on a legal holiday may take another day off in lieu of the legal holiday, to be scheduled with the approval of the PI. Leave for religious observance and other personal leave may be taken as vacation time or unpaid leave, if operationally viable.

III.C.4. Illness (Temporary Disability)

In the event of an illness or injury (including the disability period of pregnancy) that renders a Kirschstein-NRSA supported research fellow unable to perform his or her functions, he or she will be eligible for paid sick leave of 12 days for each full year of service accrued at the rate of one day per month of service, up to a maximum accrual of 36 days. The research fellow must notify the PI as soon as possible of a planned absence or prior to the normal working hours for an unforeseen illness. Medical certification may be required.

Accrued sick time may be used for a research fellow's own illness, injury or health condition, which requires care, treatment, preventative medical care or diagnosis.

III.C.5. Jury Duty

Leave for jury duty shall be granted as required by applicable law. Verification of jury service should be retained and must be produced if requested. Research fellows on jury duty are eligible to receive full stipend up to a maximum of 10 days during a two-year period.

III.C.6. Bereavement Leave

If a member of the immediate family dies, a research fellow will receive a paid leave of absence for up to five (5) days. These days are to be taken consecutively within a reasonable time of the date of the death or funeral. Immediate family includes spouse, domestic partner, child, stepchild, parents, step-parents, siblings, step-siblings (brothers and sisters), grandparents, grandchildren (or members of the household), father-in-law, mother-in-law, grandparent-in-law, son-in-law, or daughter-in-law.

One (1) day of paid leave is provided in case of the death of an aunt, uncle, first cousin, niece, or nephew. If more time is needed for funeral or other arrangements, it may be charged to accrued personal or vacation days with approval of the PI and department chair.

III.D Unpaid Leave

III.D.1. Medical Leave

In the event of an illness or injury (including the disability period of pregnancy) that renders a research fellow unable to perform his or her functions, an individual may take an unpaid medical leave of absence as documented in Section III.D.2.

III.D.2 Other Unpaid Leave

Kirschstein-NRSA supported research fellows requiring extended periods of time away from their research training experience must seek approval from the NIH awarding Institute or Center (IC) for an unpaid leave of absence. A request letter must be submitted by the Authorized Organization Representative (AOR), signed by the trainee or fellow as well as the training grant PD/PI or fellowship sponsor. The request must state the reason for the leave of absence and must advise the NIH awarding Institute or Center (IC) of the anticipated dates of the leave of absence. NRSA Trainees and Fellows and institutions are precluded from spending award funds during the leave of absence; although continued coverage of health insurance would be allowable if in accordance with policy of the sponsoring institution. During a leave of absence, documentation to suspend the award and/or the accrual of service for calculating the payback obligation must be completed and retained by the recipient institution. When the fellowship or research training grant is eventually terminated, the leave of absence must be clearly documented on the Termination Notice.

III.D.3. Military Service or Training

Unpaid leave for military service or training shall be provided in accordance with applicable law.

IV. Definitions

None.

V. Effective Date

Effective as of: 20 November 2018

VI. Policy Management and Responsibilities

Einstein's Belfer Institute for Advanced Biomedical Studies is the Responsible Office under this Policy. Einstein's Executive Dean is the Responsible Executive for this Policy. Einstein's Director of the Belfer Institute for Advanced Biomedical Studies is the Responsible Officer for the management of this Policy.

VII. Approved (or Revised)



Responsible Executive

5/14/2019

Date