### 7.1.5 Annual (Vacation) Leave Postdoctoral Researchers

#### Policy Statement

Postdoctoral researchers differ from the other types of employment positions at the University of Georgia in that there is no payout provision for annual (vacation) leave upon separation of employment. Postdoctoral Research associates are eligible for 10 hours per month of paid annual (vacation) leave and 8 hours per month of sick leave. Other aspects of the leave policy are the same. Please refer to the "Leave" section of the [Policy for Postdoctoral Research Appointments](#).

#### Procedures

Postdoctoral researchers accrue annual (vacation) leave at a rate of 10 hours per month and may use all accrued leave during their active employment as there is no provision for leave payout upon separation from employment. Leave taken by postdocs should be requested sufficiently in advance to allow departments time for scheduling and payroll reporting. All annual (vacation) leave will be recorded within OneUSG Connect.

#### Responsibilities

- **Responsible University Senior Administrator:** Vice President for Finance & Administration
- **Responsible University Administrator:** Associate Vice President for Human Resources
- **Policy Owner:** hrweb@uga.edu
- **Policy Contact:** Travis Jackson
- **Phone Number:** 706-542-2222

[General Information] [Regular (Full and Partial Benefit Eligible) Employees]