MEMORANDUM

To: Business Managers, HR Managers, Grants Managers and Related Staff
From: Lawrence Carin, Kyle Cavanaugh, Colin Duckett, Chris Freel, Kim Harris, James Luther, Robin Miller, Molly Starback
Date: April 1, 2019
Re: I. Change to Procedure for Postdoctoral Scholars
II. Clarification on Leave for Postdoctoral Associates Transferring to Staff Positions

I. Change to Procedure for Postdoctoral Scholars

1. What is changing?

As of July 1, 2019, Postdoctoral Associates who transfer to Postdoctoral Scholar (non-comp payment system) will be allowed to “bank” their unused vacation and sick leave in case they return to the compensatory payroll. Accordingly, the Duke Postdoctoral Policy FAQ will be amended as follows:

Section 5: Questions Related to Postdoctoral Leave

Old version:

31. When postdoctoral appointees transfer to the non-compensatory payment system, can they “bank” their unused vacation in case they return to the compensatory payroll?

- No, accrued vacation must be utilized before transfer to the non-compensatory payment system.

New version:

31. When postdoctoral appointees transfer to the non-compensatory payment system, can they “bank” their unused vacation and sick leave in case they return to the compensatory payroll?

- Yes, accrued vacation and sick leave balances will remain in the system in the event the Postdoctoral Scholar returns to the Postdoctoral Associate position on the compensatory payroll. No additional time off accruals will be applied to these balances during the transition to Noncomp.

2. When will this change take effect?

This change will take effect July 1, 2019. Postdoctoral Scholars currently on the non-compensatory payment system will have their accrued leave restored upon return to the compensatory payroll, either as a Postdoctoral Associate or in a regular staff position.

II. Clarification on Leave for Postdoctoral Associates Transferring to Staff Positions

This is to clarify that Postdoctoral Associates who transfer to regular staff positions (eg, Research Associate Senior, Research Scientist) retain the vacation and sick leave they earned as a postdoc. The Postdoctoral Policy FAQ will be clarified as follows:

Section 5: Questions Related to Postdoctoral Leave

29. Do postdocs accrue vacation like regular employees? If they leave Duke, are they paid out for vacation? What if they transfer to a regular employee position (eg, Research Associate Senior)?

- Postdoctoral Associates who transfer to a regular employee position (eg, Research Associate Senior, Research Scientist) will retain vacation and sick leave accrued as a Postdoctoral Associate, and as regular employees will thereafter follow the Time Away from Duke Policy for eligible University staff.

Questions? Email Molly Starback, Director of Postdoctoral Services, at molly.starback@duke.edu.