



PMA postdoc – Time-Off Request form

Postdoctoral Scholar Unit Members shall be entitled to take twenty-one (21) days of paid vacation per year. Each year on the anniversary date of their eligibility for vacation, they will be credited with vacation not to exceed twenty-one (21) days per year, and pro-rated if the appointment is for less than one year.

Vacation days must be used in order to be absent from work with pay during any working time covered by a Unit Member's appointment that is not a Holiday or that the Unit Member is not otherwise on any appropriate time off and /or leave under this Agreement.

As a condition of using vacation days, Unit Members shall record and/or track their vacation use and shall provide and/or enter such information upon request. Failure to satisfy this requirement may result in denial of subsequent vacation requests and/or payment.

Unit Members' vacation days shall be coordinated with and approved by the Unit Member's supervisors. Vacation requests consistent with this Article and Institute policy shall not be unreasonably denied. Unit Members must make best efforts to request use of vacation time off at least thirty (30) days prior to their requested vacation time off

Postdoc's Name:

Today's Date:

Is the vacation time linked to a business trip? Yes No

(If yes and you will be working off campus for more than 3 weeks, complete Detached Duty form)

Vacation beginning on:

Vacation ending on:

Sponsor's Signature:

Date: