



Postdoctoral Fellows Leave Guide

Postdoctoral fellows (PDFs) at Johns Hopkins University are eligible for a variety of leave benefits. Below is a summary of key policies regarding vacation, sick and safe leave, parental accommodations, and disability benefits, along with information on how to request these leaves. Leave is handled by the PDF's department, and the complete policy can be found here: [Postdoctoral Fellows Policy](#).

1. Vacation Leave

Eligibility: All full-time PDFs are eligible for a minimum of 10 business days of paid vacation leave each fiscal year (beginning July 1st).

Proration: For new PDFs, vacation leave is prorated based on the month your postdoctoral training begins. Part-time PDFs will receive vacation leave proportional to their full-time status.

Unused Vacation: Unused vacation time does not carry over past the end of the fiscal year and is not paid out if not used.

Request Process: Vacation leave is managed by your department, and approval may be required from your mentor or program director.

2. Sick and Safe Leave (SSL)

Eligibility: Full-time PDFs are granted a minimum of 15 business days of paid sick and safe leave (SSL) at the beginning of each academic year, July 1.

Proration: SSL for new PDFs is prorated based on their start month. Part-time PDFs will receive SSL proportional to their full-time status.

Purpose: SSL can be used for illness, medical appointments, or family caregiving needs.

Additional Leave: Some schools may provide additional sick leave at their discretion.

Request Process: You must notify your department to request SSL. Documentation may be required, especially for extended illness.

3. Parental Accommodations

Eligibility: Full-time PDFs are eligible for 8 weeks of fully-paid new child accommodations following the birth or adoption of a child, as per the [New Child Accommodations Policy for Full-time Graduate Students and Postdoctoral Trainees](#).

Purpose: The new child accommodation allows you to maintain your postdoctoral status while adjusting to parenthood and ensures a seamless return to research or teaching duties.

Request Process: To request parental accommodations, consult your school's guidelines and reach out to the appropriate contact for eligibility verification and approval.

4. Long-Term Disability (LTD)

Eligibility: All postdoctoral fellows are auto-enrolled into the [Long-Term Disability plan](#), which provides benefits after the 90th day of disability.

Coverage: The LTD plan includes both a group policy (\$2000 per month) and an individual policy (\$750 per month).

Request Process: For more information, reach out to your department's HR contact to understand your coverage and how to file claims.

5. Short-Term Disability (STD)

Eligibility: All postdoctoral fellows, *except those in the School of Medicine (SOM)*, are eligible for [Short-Term Disability \(STD\)](#).

Benefit Duration: STD benefits begin after the 14th consecutive day of absence due to illness or injury and continue for up to 11 weeks.

Payment: STD provides 60% of weekly base earnings (up to \$1,000 per week). Benefits may be reduced if you are receiving other disability benefits like Workers' Compensation or Social Security.

Request Process: To request STD benefits, follow these instructions: [Reporting Your Short-Term Disability Claim with Lincoln](#).

6. School of Medicine (SOM) Sick Leave Policy

Eligibility: SOM postdoctoral fellows are granted a maximum of 13 weeks of paid sick leave during their training year. Sick leave cannot be carried over to the next training year.

Request Process: For SOM-specific sick leave policies, refer to the [School of Medicine's Health Care and Sick Leave Policy](#) or consult your departmental contact.

Contacts

School	Name	Title	Email
Bloomberg School of Public Health	Michael Ward	Associate Dean for Enrollment Management & Student Affairs	mward@jhu.edu
Whiting School of Engineering	Christine Kavanagh	Assistant Dean for Graduate and Postdoctoral Academic Affairs	christinekavanagh@jhu.edu
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Krieger School of Arts and Sciences	Renee Eastwood	Director of Graduate and Postdoctoral Academic Affairs	rseit5@jhu.edu
School of Medicine	Laura Hanyok	Interim Associate Dean for Graduate Medical Education	Lhanyok2@jhmi.edu
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