

## Leave Procedures for Training Fellows 2024-25

Full-time research and clinical training fellows at the Danielsen Institute are employees of Boston University, and Boston University provides a generous schedule of vacation and sick days for full-time employees.

### **Paid time off**

For full-time research and clinical training fellows at the DI, paid time off includes:

- **Paid holidays** including extended breaks over Thanksgiving and Winter break. There are approximately 21 days off for holidays in 24-25; please see the calendar in this manual for specific dates.
- **Vacation days** accrue at the applicable BU rate (1.67 days per month, totaling 20 days by the end of the year, at the time of writing this memo).\*
- **Sick days** accrue at the applicable BU rate (22 days upon hire and 21 days per year, at the time of writing this memo).\*

Total holiday and vacation days for the 24-25 training year are approximately 41 days or approximately 8 weeks, leaving approximately 44 work weeks. With this extensive time off schedule, full-time clinical training fellows will average approximately 45 hours of work per week to complete their training plan.

### **Attendance and absence procedures for Training Fellows**

General framework:

1. Fellows are expected to attend all training activities. We will provide a weekly meeting schedule and 9-month Wednesday training plan in Orientation. Fellows should make note of this information and check the DI calendar on a regular basis.
2. Absences should be requested in advance apart from unexpected emergencies.
3. Occasional absences from meetings must be requested and approved as detailed below.
4. Other absences must be requested in BU works, approved by your BU Manager and your Training Director, and charged against vacation or sick time.
5. We encourage Fellows to take vacation time as part of their self-care and professional work – life balance. However, we generally do not approve vacation in the last 3 weeks of August as this time period is critical for carrying out the complex clinical and administrative tasks associated with treatment terminations and transfers. Any exceptions would require discussion and approval from supervisors and Management Team.

Specific procedures:

1. To request an occasional absence from a meeting/seminar, send an email to David (psychology fellows) or Jonathan (SW fellows) that also copies Lauren Kehoe and the supervision or seminar leader(s) who will be impacted by the absence.
2. For all other absences, send an email as described above but also create a request through BU works for vacation or sick time.

3. If you miss events due unexpected emergencies, notify David/Jonathan and Lauren as soon as possible, and they will provide guidance on any other steps.
4. And, of course, you must communicate with your clients about any absences.

### **Vacation Payout**

BU policies allow for payout of unused vacation days when employees terminate employment, contingent upon meeting all job expectations and requirements prior to termination. For research and clinical training fellows, meeting expectations means: completing all clinical, training, research, and administrative tasks; successful completion of fellowship; meeting billable hours targets; completing all paperwork; addressing any outstanding client balances, including documented payment plans for balances that transfer forward; and accurately tracking and requesting any time off over the course of the fellowship. Vacation payment may be reduced or eliminated if trainees fail to meet these requirements, with any reductions based on a calculation of expected clinical fees lost plus administrative costs associated with incomplete billing, paperwork, and fee collections. If eligible, vacation payment is calculated according to this formula:

Payout is equal to (# of days of unused vacation) X (the fellow's daily pay rate)

\* Boston University Human Resources establishes the accrual rates for vacation and sick days, and these rates are subject to change at the University's discretion. Any changes would apply to all DI staff in similar employment groups (e.g., exempt/salaried staff). We have listed the rates applicable at the time of writing this memo in early August 2024. We do not anticipate changes but also cannot promise that there will be no changes. Also, personal leave time is not officially available in the first 3 months of employment per BU Human Resources policies, but the DI will attempt to work with you if something unusual arises.