**Proposal to Revise the Postdoc Policies and Guidelines concerning vacation payout for Postdoc resignations. Graduate Council Meeting, February 19, 2019.**

During discussion at a PLAC meeting on February 19, 2019, the question about UNUSED VACATION BALANCE at the end of the Post Doc (D base) appointment came up in discussions about cutover with Workday.  Those that were involved in these implementation discussions would prefer standardization (and consistency) regarding the “carry forward” of vacation. In a meeting with academic Human Resource Liaisons (HRL), several HRLs actually asked that this policy be standardized.  Per recommendations of Mike Norton, Office of University Council, and the Human Resource Liaisons, the following policy in the Postdoc Policies and Guidelines is proposed.

<https://www.grad-college.iastate.edu/postdoc/policies/#policies>

**Resignation of Appointment – Post Doc**

~~Vacation hours can only be transferred (not paid out) at the end of an appointment if the Postdoc is moving to a Professional and Scientific position at ISU and the hiring department approves the transfer of vacation hours. Otherwise, all~~ All unused accrued vacation is forfeited at the time of resignation.