Here, the Vanderbilt Postdoctoral Association, in partnership with the Office of Postdoctoral Affairs, assembles focused information on specific resources available to Vanderbilt University (VU) and Vanderbilt University Medical Center (VUMC) postdocs.

### Parental Leave & Childcare

#### VU Scholar, Research “Employee”
- Parental Leave – 2 weeks (80 hours)
  - Must be used within 12 weeks of birth
  - If both parents are VU employees then only one can use parental leave
  - For more information: https://www.vanderbilt.edu/postdoc/hr-leave-policies/
- Flex PTO – 20 days per year, prorated by quarter (5 days per quarter)
  - Must be used within the appointment year
  - Must be approved by Mentor/PI
  - For more information: https://www.vanderbilt.edu/postdoc/hr-leave-policies/
- Family and Medical Leave (FMLA) – 12 weeks of job protection (up to 16 weeks if eligible for TMLA)
  - Must be used within 12 months of birth
  - Must be used in addition to parental leave (for the purposes of caring for the child)

#### VUMC Research Fellow “Employee”
- Parental Leave – 2 weeks (80 hours)
  - Must be used within 12 weeks of birth
  - If both parents are VUMC employees then only one can use parental leave
  - For more information: https://hr.vumc.org/benefits/parental-leave
- Paid Leave (vacation) – 22 days per year, prorated by pay period
  - Must be approved by Mentor/PI
  - For more information: https://www.vanderbilt.edu/postdoc/hr-leave-policies/
- Family and Medical Leave (FMLA) – 12 weeks of job protection
  - Must have been employed ≥ 12 months and have worked ≥ 1250 hours
  - Must be used within 12 months of birth
  - Must be used in addition to parental leave (for the purposes of caring for the child)

#### VU Postdoc Scholar, Trainee or VUMC Research Fellow Trainee “Non-Employee”
- Parental Leave – 8 weeks (60 calendar days)
  - Must give advance notice to institution
  - Must be approved by Mentor/PI
- Paid Leave (vacation) – 20 days (VU) or 22 days (VUMC) per year
  - Must be approved by Mentor/PI
- “Sick/Other” Leave (in lieu of FMLA) – 15 calendar days
  - Extensions are available upon approval by sponsor via letter signed by the trainee and mentor

### Childcare
- Childcare services (Ages 6 weeks to 5 years) available to postdocs: VU = The Acorn School (https://www.vanderbilt.edu/child-family-center/child-care-center/index.php) and VUMC = Child and Family Center (https://hr.vumc.org/cfc)
  - To be placed on the waiting list, a parent must submit a registration form with a $50.00 non-refundable application fee - when the child is accepted for enrollment, the application fee will be applied to the $100.00 enrollment fee
  - For VU employees there are THREE locations: (1) the corner of Edgehill Avenue and Appleton Drive, (2) 1105 18th Avenue South, and (3) 1110 19th Avenue South
  - For VUMC employees there are FOUR locations: (1) 2140 Belcourt Avenue, (2) 1817 Patterson Street, (3) 5701 Knob Road, and (4) 4108 Dakota Avenue
  - For more information: VU = kathleen.c.seabolt@vanderbilt.edu and VUMC = christina.alsup@vumc.org

This information is subject to change. Please reach out to OPA@vanderbilt.edu if you have any questions.