

TRAINING PROGRAM POLICY for Michigan Medicine/VA Ann Arbor Healthcare System Network of Postdoctoral Training Programs in Psychology		
Postdoctoral Fellow Administrative and Financial Assistance Policy		
Date Initiated: 09/01/2012	Last Revised: 12/07/2021	PTC Approved: 12/10/2021

PURPOSE

This policy is designed to define administrative and financial assistance provided to fellows enrolled in the Michigan Medicine/VA Ann Arbor Healthcare System (MM/VAAHS) Network training programs.

Administrative Assistance

1. **Administrative and Clerical Support:** Michigan Medicine- and VAAHS-based fellows receive administrative support from the Network Training Program Coordinator. Clerical support for clinical services (i.e., for scheduling appointments, billing, managing clinical administrative tasks) is provided by Michigan Medicine and VAAHS administrative staff at the Rachel Upjohn Building, Commonwealth Building, and VAAHS locations. Fellows may also have access to administrative assistants affiliated with faculty supervisors to support research-related activities.
2. **Computers and other electronic resources:** Fellows have access to the array of electronic resources available to staff and faculty at Michigan Medicine and the VAAHS, including computers, telephones, video-recording equipment, electronic medical records (EPIC/MiChart and CPRS), the [University of Michigan online library](#), many computer and cloud-based applications available through the [Information and Technology Services](#), email and fax services, and many other electronic resources. Technical support for computers and phones is provided through the Michigan Medicine and VAAHS IT services.

Financial Assistance

Stipends for Michigan Medicine-based fellows are pegged to the Ruth L. Kirschstein National Research Service Award (NRSA) Stipends, Tuition/Fees and Other Budgetary Levels for the current fiscal year and change annually. In addition, Network programs adhere to the Institutional Policies for “Postdoctoral Research Fellows” (SPG 201.19) and “Paid Maternity (Childbirth) and Parental Leaves” (SPG 201.30-6) for determination of vacation/sick time/leave benefits for Michigan Medicine-based fellows.

Stipends for VAAHS-based fellows are provided at the facility level as approved and directed from the VA Office of Academic Affiliations (OAA).

Note that differences in stipends between Michigan Medicine-based and VAAHS-based fellows are reviewed annually and, when possible, efforts are made to provide equitable financial compensation across the Network of training programs.

Michigan Medicine fringe benefits summary (from SPG 201.19):

- a. Annual vacation allowance equivalent to one month in twelve (22 workdays) for fellows appointed in yearlong increments. Fellows who are either part-time (i.e. less than 100% effort) or who are appointed for at least six months but less than one year shall receive a pro-rata vacation allowance. Fellows must take vacation time during the annual appointment period. The University will not provide pay in lieu of time off.
- b. Time off without loss of pay or stipend for all University holidays observed during the appointment period. If operational exigency requires that time off cannot be granted during the holiday, an equivalent amount of time off should be provided during another period of time.
- c. Time off without loss of pay or stipend during the University's Season Days, typically the four (4) work days between the days observed s the Christmas and New Year's holidays. If operational exigency requires that time off cannot be granted during the season day period, an equivalent amount of time off should be provided during another period of time.
- d. Up to three weeks per year of paid sick leave, if unable to fulfill responsibilities because of personal sickness, childbirth, or injury. The Fellow may also use the three weeks of paid leave to care for a family member due to personal sickness or injury. If the Fellow is ineligible for paid parental leave (less than six months' service), the Fellow may also use paid sick leave to bond with his or her newly born, newly adopted or newly fostered child within one year of the child's birth or arrival in the home.
- e. Six weeks per event of paid maternity (childbirth) leave for birth mothers for physical recovery immediately following birth, provided that is consistent with the rules of the sponsor.
- f. Up to six weeks per event of paid parental leave for birth mothers, non-birth parents, adoptive parents to bond with a newborn or newly adopted or newly fostered child, or for legal guardianship of a child. A Fellow will become eligible for paid parental leave following a six-month period of employment as a Research Fellow, starting at the date of the first appointment, provided that it is consistent with the rules of the sponsor. Parental leave is available for use within one year of the event, and may be taken at one time or intermittently, with advanced notice and departmental approval, consistent with the rules of the sponsor.
- g. Up to six (6) weeks per year of paid extended leave, if fellows are unable to fulfill responsibilities because of a qualifying disability, e.g., serious illness or serious injury. A Fellow will become eligible for paid extended leave following a six-month period of employment as a Research Fellow, starting at the date of the first appointment. A Fellow returning from extended leave must remain at work for at least six months to renew the extended leave benefit. Paid extended leave may be utilized in combination with the annual vacation allowance and/or paid sick and paid maternity (childbirth) leaves.

The following procedure must be followed for a Fellow to be eligible for Paid Extended Leave or Paid Maternity (childbirth) Leave:

The Fellow must report the qualifying illness/injury/childbirth to the University's Work Connections program which provides confidential management of the event/condition while certifying eligibility to use paid extended leave. The Fellow is required to submit appropriate medical documentation to [Work Connections](#). Work Connections will verify the qualifying medical disability, expected duration of absence and any work restrictions, and inform the hiring unit of the paid extended leave eligibility.

- IX. Salaried Fellows who meet the eligibility requirements of the Family and Medical Leave Act of 1993 (FMLA) are eligible under the FMLA to be absent from work without pay for up to

twelve weeks in their FMLA benefit year for a qualifying event, with continuation of University contributions to insured benefit coverage during the period. Benefits under the FMLA will be administered concurrently with benefits from paid extended leave (8.g.) and paid maternity (childbirth) leave.

Note: Appointing units must maintain records related to attendance and usage of vacation, sick leave, paid extended leave, paid maternity (childbirth) leave allocations described in section D. 8.a., d., g., and e. above. No attendance or absence records are maintained for Research Fellows by the Payroll Office or other central units. University costs associated with vacation, sick, paid extended leaves, paid maternity (childbirth) leave, and paid parental leave will be assigned to the account from which the Fellow's salary is paid provided it is consistent with the rules of the sponsor and other external regulations. If the account is insufficient to cover the full cost of benefits, the unit must notify the appropriate fund area of Financial Operations and identify another suitable account to which the benefit costs can be charged.

VA Ann Arbor Health System fringe benefits summary:

1. An increment of 4 hours of personal leave is earned each pay period (approximately 13 days of leave per year). All leave is to be used during the course of the year and may not be carried over into the next year.
2. Ten paid Federal holidays: Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Christmas Day, New Year's Day, Birthday of Martin Luther King, Jr., and President's Day.
3. An increment of 4 hours of sick leave is earned each pay period (approximately 13 days per year). Unused sick time is not paid at the end of the fellowship.
4. The VA offers professional development time for approved activities including conference plans, interviews with VA, and EPPP testing. The leave must be approved in advance and will not exceed 3-5 days.

Questions regarding UM staff benefits should be referred to the [Benefits Office](#) website or via phone at (734-615-2000). Questions regarding VA staff benefits should be referred to Human Resources (734-845-3087). We encourage psychology fellows to take full advantage of the benefit programs offered.