

Applies to: (examples; Faculty, Staff, Students, etc)

Staff

Policy Overview:

Issued: 05-21-2017

Next Review Date: 06-10-2023

Frequency of Review: Annually

University of Health Sciences and Pharmacy in St. Louis staff employed in research labs have different hours and days of operation because of the nature of research that will differ from the rest of UHSP campus. This policy adjusts vacation and holiday policies for staff employed in research labs into alignment with necessary research operating hours, including consistency with Washington University staff in the joint Center for Clinical Pharmacology. UHSP research staff receive additional vacation days, in exchange for a reduced number of holidays.

Applies to University of Health Sciences and Pharmacy in St. Louis staff who hold a benefits eligible, full-time staff positions in the Center for Clinical Pharmacology, or other research labs or centers funding their position.

Definitions:

Term	Definition
Lab Staff	Lab staff positions have primary duties and responsibilities in faculty led research labs. Positions perform experiments, run tests, document, prepare materials, conduct projects, or coordinate research. Position titles may include: postdoctoral research associate, postdoctoral research fellow, research technician, senior research technician, staff scientist, senior scientist, or research laboratory manager.

Details:

The following policies impact staff time off benefits:

Holidays – Lab Staff

Full time, benefits eligible lab staff get the following holidays designated for the University by the President. The Center of Clinical Pharmacology or other research labs at University of Health Sciences and Pharmacy in St. Louis observes the following holidays:

New Year's Day	Thanksgiving Day
Martin Luther King Day	Friday after Thanksgiving
Memorial Day	Christmas Eve
Juneteenth	Christmas Day
July 4th	New Year's Eve
Labor Day	

UHSP will follow the observance of federal holidays that fall on weekends and try to align with observed holidays at Washington University. Lab staff may use vacation days according to the vacation policy for other days the rest of the UHSP offices are closed (Ex., Wednesday before Thanksgiving and the week between Christmas day and New Year's Day).

Vacation Accrual– Lab Staff

Unless otherwise authorized, all regular full-time, benefits eligible lab staff employees in in a "Lab Staff" position working 37.5 hours a week (1.0 FTE) accrue vacation as follows: 20 days a year. The accrual rate is 1.67 days a month. Vacation use policies are as other staff and are described in the Staff Handbook.

A full-time, but benefits eligible lab staff-person working less than 1.0 FTE will have the number of vacation days reduced proportionately.

Responsibilities:

Position/Office/Department	Responsibility
Director, Human Resources	Review and update benefits, manage communications
Payroll Manager/Business Office	Manage payroll accruals

Resources:

[UHSP Staff Handbook Time Off Policies](#)

[WUSTL Staff Time Off Policies](#)

Policy Contacts:

Name	Contact Information
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