

Postdoctoral Associates who are required to break from UGA employment by the terms of a fellowship or other external funding may apply for \_\_\_\_\_ to preserve health benefits eligibility.

- - submits request for Educational and Professional Leave without Pay to Office for Postdoc Affairs (OPA) in the Office of Research
  - initiates UGAJobs actions for Postdoctoral Fellow (unpaid/non-employee) position
  - coordinates with OPA to assist postdoc with the request and associated paperwork



- e. For the Hiring Proposal associated with seating the Postdoc as a Postdoc Fellow, OPA only needs the following documents – 1) [Postdoctoral Hiring Proposal Cover Form](#) 2) Offer letter for the Postdoc Fellow position under the fellowship. [Template offer letter for Postdoctoral Research Fellows](#)
- f. When submitting the Hiring Proposal through the Postdoc Unit's approval routing, the unit should include a note in the History/Comment section that the Postdoc will be placed in Educational and Professional Leave in the current 471X00 position and then seated in as a Postdoc Fellow via the Affiliate process. When the Hiring Proposal is submitted to OPA, then OPA will include the same note when forwarding to Central HR for final review and approval of the HP.

3.

[https://policies.uga.edu/pdf/fellowships\\_training\\_grant\\_stipend\\_payment.pdf](https://policies.uga.edu/pdf/fellowships_training_grant_stipend_payment.pdf)