[Date]

[Postdoc Name]

[Postdoc Address]

Dear [Postdoc Name],

This is to confirm your unpaid personal leave of absence from [Date] to [Date]. To show your full understanding and acceptance of the following conditions, please sign at the bottom of this letter, and return it to [administrator].

1. Vacation days and any other paid time off does not accrue during the leave period.
2. If you are Harvard benefits-eligible, please note that:
	* Your medical, dental, vision, life insurance, and long-term disability coverage automatically continue while you are on leave, unless you choose to cancel a specific coverage;
	* You have 30 days from the start of your leave to stop coverage or change plans;
	* You will be billed monthly for continued coverage by Benefit Strategies at your active employee rate. You pay Benefit Strategies directly. Please contact [Benefits](https://hr.harvard.edu/benefits-department) at the following link if you do not wish to be billed directly for your current Benefits; Additional information can be found [here](https://hr.harvard.edu/files/humanresources/files/what_happens_when_you_leave_harvard.pdf).
	* If you are moving out of your health plan service area, you must cancel coverage or change health plans.
	* If you cancel coverage while on leave, you can reenroll within 30 days after you return from leave by contacting Benefits, or at the next annual open enrollment;
	* If you prefer to purchase insurance coverage outside of the Harvard system, you must ensure that that coverage meets the requirements of your [visa](https://hio.harvard.edu/health-care-scholars);
	* Well before your return, make sure to inform Benefits to put you back on your Harvard subsidized insurance coverage for the balance of your appointment, so that your coverage is reinstated;
3. You may accept a paid position or contract for compensated services with another employer provided i) there is no conflict of interest or commitment, or IP issues; ii) does not involve the use of any Harvard resources; and iii) you have a valid visa. However, while on a leave of absence, you may not work in any position for the University.
4. If you are on a visa, you must contact your HIO adviser to make sure that your leave is consistent with the terms of your visa. Visa holders also may not take an unpaid leave because of a funding issue, as the visa presupposes a commitment of funding.

I wish you well during your leave.

Sincerely,

[Professor X]

Date:

Postdoc signature:

cc: Appointments Office, Department administrator