

DIRECTIVE 2600-078

TITLE:	Directive on postdoctoral fellows receiving financial support in the form of a salary	
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PREAMBLE

The University values the presence of postdoctoral fellows and strives to facilitate their integration into the University community by:

- defining their status, their relationship of support, their rights and their responsibilities;
- clearly setting out the role and responsibilities of the University, the faculties and the professors in welcoming and supporting them;
- contributing to their training; and
- encouraging their participation in university life.

1. PURPOSE

This directive sets forth the terms of support and conditions pertaining to postdoctoral fellows who are receiving financial support in the form of a salary.

2. DEFINITIONS

Postdoctoral fellowship

A postdoctoral fellowship is defined as a limited period of training during which a person who has recently obtained a doctorate pursues an autonomous research project under the supervision of a professor who is a specialist in that particular area of research. Completing one or more research projects in the context of a postdoctoral fellowship is normally considered to be a full-time occupation. The financial support provided to the postdoctoral fellow (the Fellow) may be in the form of a scholarship/bursary (including a nominative scholarship or bursary originating directly from a granting agency) or a salary, depending on the form of support agreed with the aforementioned professor.

Salaried Fellow

To have the status of salaried Fellow, there must be a relationship of subordination between the Fellow and the professor responsible for the fellowship.

3. SCOPE OF APPLICATION

This directive is complementary and applies in addition to the *Policy for hosting and supporting postdoctoral fellows* (Policy 2500-005).

In the event of any discrepancies between the English and French versions of this Directive, the French version shall prevail.

The present directive applies only to Fellows receiving financial support in the form of a salary.

4. CONDITIONS FOR FINANCIAL SUPPORT

The conditions for financial support in the form of a salary pertain to benefits, vacation, and parental and other leave.

4.1. Benefits

If the fellowship is funded from a paid salary, the Fellow, regardless of country of origin, is considered, for tax purposes and for this portion of their income, as an employee and is eligible for public benefit plans where applicable. The usual tax and social security contributions, such as federal and provincial taxes, and employment insurance premiums, the *Québec Pension Plan* (QPP) and the *Québec Parental Insurance Plan* (QPIP), are deducted directly when the salary is paid.

Fellows are not eligible for the benefit programs available through the University, such as the pension plan and the group insurance plan.

4.2. Health insurance and hospitalization

Québec and Canadian immigration laws require non-Canadian students to have valid health and hospitalization insurance throughout their stay in Canada. These same laws also stipulate that international students must be covered by the insurance issued for the university where they are enrolled. No other insurance may be accepted.

Health insurance and hospitalization fees are billed each trimester.

However, students with Belgian, Danish, Finnish, French, Greek, Luxembourg, Norwegian, Portuguese or Swedish nationality may be exempted from compulsory insurance fees, as these countries benefit from a reciprocal agreement with Québec. To be exempted, the student must apply to the *Québec Health Insurance Plan* (RAMQ) using the required social security form bearing the signatures and official seals of the duly authorized persons.

4.3. Vacation and time off

The Fellow and the professor agree on the conditions pertaining to vacation and time off, which are recorded in the Fellow's file. As a general rule, for a fellowship of less than one (1) year, the Fellow is entitled to one (1) day off per month of continuous training. In the case of a fellowship of more than one (1) year, for each completed year of fellowship, the Fellow is entitled to a vacation period ranging from two (2) to four (4) weeks, subject to the rules established by the granting agencies regarding nominative scholarships or bursaries.

4.4. Parental leave

Fellows receiving financial support in the form of a salary may take parental leave if they meet the eligibility requirements of the QPIP. The *Act respecting labour standards* includes provisions concerning parental leave that must be complied with.

5. RESPONSIBILITY

The Vice-President in charge of research is responsible for the enforcement, distribution and updating of this directive.

6. ENTRY INTO FORCE

This directive entered into force on October 15, 2019.