



To: Caltech Postdoc and Graduate Student Community

From: Caltech and CGPU-UAW 2478

Date: June 2, 2025

Re: Caltech and CGPU-UAW 2478 Joint Statement – Time Away and Vacation Allotment

Dear Caltech Postdoc and Graduate Student Community:

Since the Collective Bargaining Agreement between the Institute and the Union went into effect on April 1, 2025, the Parties have been working together collaboratively to implement the Agreement and work through questions. We have heard from you that there are questions about prior communications surrounding the use of a vacation entry software – Time Away – for vacation time taken by Postdocs and Graduate Students at the Institute, and about the allotment of vacation time under the Agreement.

Therefore, the Institute and the Union are jointly writing to you to clarify these issues to ensure that all Unit Members know how to request, enter and – most importantly! – take the vacation time you are entitled to under the Agreement.

Starting on June 9, 2025, all Unit Members – Postdocs and Graduate Students – will be required to use the Time Away platform to enter their requests for vacation and other paid time off, as discussed with their supervisors. The Time Away platform will track the number of vacation days you have used annually.

The purpose of this software is to make it easier to request, track and take the time you are entitled to. Under the Agreement, Unit Members are entitled to the following:

- Postdoctoral Scholar Unit Members shall be entitled to take twenty-one (21) days of paid vacation per year.
- Graduate Student Unit Members shall be entitled to take ten (10) days of paid vacation per year.

Notably, requests to take these vacation days, made consistent with the Agreement's Vacation Article and Institute policy, cannot be unreasonably denied.

The Institute will share more information in the coming weeks on how to use Time Away. For now, we hope this communication clarifies the changes that will be coming.

The Institute and the Union continue to look forward to working together to implement our joint Agreement.