ARTICLE 26
LEAVE PROVISION

Section 1 Sick Leave

A. SWs shall have a right to a reasonable number of days per semester or summer session of sick leave with no loss of compensation. SWs are permitted to use sick time for any of the following reasons:

1. Caring for their own physical or mental illness, injury or medical condition
2. Caring for a physical or mental illness, injury, or medical condition of their child, spouse or partner, immediate or chosen family member;
3. Attending their own routine medical appointment;
4. Attending a routine medical appointment for their child, spouse or partner, immediate or chosen family member, and members of the household regularly sharing the employee's residence
5. Addressing the psychological, physical, or legal effects of domestic violence; or
6. Travel necessitated by any of the above.

B. A SW who is using a sick day must inform their supervisor as soon as possible.

C. In no case shall the sick time provided be less than would be provided to an individual covered by the Massachusetts Sick Time Law.

Section 2. Family and Medical Leave of Absence

SWs may take an unpaid Family and Medical Leave of Absence of up to 12 weeks for the birth or adoption of a child, childcare, their own serious health condition or work-related disability, or care of an immediate family member with a serious health condition. "Immediate family members" include parents or step-parents, child or step-child or spouse. SWs are expected to notify their supervisors and directors of graduate studies at least four months in advance whenever possible of the anticipated birth or adoption of a child, so that appropriate arrangements can be made to cover any teaching or research responsibilities.

SWs who are Ph. D candidates are eligible to apply for financial assistance for the birth or adoption of a child under the Parental Accommodation and Financial Support.

A SW shall not be precluded from being appointed to a position comparable to the position they held before their leave solely because the SW took a leave under this section.

SWs may seek accommodations related to their employment responsibilities, including leaves of absence related to their employment responsibilities, by contacting University Disability Resources.

Section 3. Bereavement leave

All SWs may be absent without loss of pay or benefits for up to three (3) days when called for by a death in the immediate family or household. In circumstances of logistical difficulty or severe emotional distress or religious observance, a longer paid absence (up to seven (7) days) may be appropriate. Such requests will not be unreasonably denied.

For the purpose of this policy only, immediate family includes: the SW's spouse or partner, children (including stepchildren), grandchildren, children-in-law, parents (including step-parents), grandparents, parents in-law, siblings, (including step siblings) and siblings-in law, chosen family members, and household includes individuals regularly sharing the SW's residence.

Section 4. Civic Duty Leave

SWs who are on a salaried appointment shall retain all compensation and benefits during jury duty, serving as a witness in a court case, similar civic obligations, or other court appearances. A SW on an hourly basis may also be absent for the same purposes but without pay.

Section 5. Military Leave

The University shall comply with any applicable state and federal laws governing military service and leaves. A SW may use this leave in addition to other leaves provided for under this Article.

Section 6. Maintaining continuation of student benefits during leaves under this Article is conditioned on maintaining active student status with the University. A SW may take a leave from their employment under this Article without that leave impacting their student status.

SWs shall retain any and all other rights under state and federal law regarding leaves of absence.

Section 7. SWs shall make reasonable effort to provide as much advance notice as possible before taking any leave under this Article.