

**Article XX.
PAID LEAVES**

Section A. Paid Leaves

1. Vacation: Vacation time is available to Professional Staff Employees and to Research Employees only. Vacation time is not available to other members of the bargaining unit.

- a. a. Full-time Professional Staff Employees and Research Employees receive 20 days of vacation per year accrued at a rate of 1-2/3 days per month. Part-time Employees accrue vacation at a rate proportional to their assigned FTE. Except for Professional Staff Employees, unused vacation days may not be carried over in the next calendar year.
- b. Professional Staff Employees may carry over unused vacation days into the next calendar year, with a thirty (30) day maximum for those with less than five (5) years of service and a forty (40) day maximum for those with at least five (5) years of service, unless prohibited by the grant. Research Employees may carry over unused vacation days into the next calendar year, with a maximum of 20 days.
- c. Generally, no vacation may be taken until a minimum of 90 days of continuous service has been completed.
- d. Employees are expected to seek and obtain prior approval from their supervisor before using vacation time.
- e. Generally, any vacation requests immediately prior to an Employee's last day of employment are discouraged and should be reviewed with Human Resources.
- f. In the event of retirement or termination of their employment, Employees are entitled to be paid for accrued but unused vacation time.

2. Personal Days

- a. Personal Days are available to Professional Staff Employees only.

- b. Professional Staff Employees only shall be granted three (3) personal days effective January 1 of each calendar year. Employees who are hired during the calendar years shall be granted personal days on a prorated basis according to their date of hire as follows:
 - Employees hired before April 1 will receive three (3) personal days for the calendar year.
 - Employees hired between April 1 and June 30 will receive two (2) personal days.
 - Employees hired between July 1 and September 30 will receive one (1) personal day.
 - Employees hired October 1 or after will receive no personal days until the next calendar year.

- c. Personal days are intended to provide flexibility to staff by allowing paid time away from work to attend to short-term personal needs, such as attending a family member's school activities or addressing home repairs. Where the need to take personal time is foreseeable, Employees are expected to seek and obtain prior approval from their supervisor for personal time off. Generally, personal time may not be used consecutively. Personal time is not intended to extend vacation or holiday time off. Unused personal days do not carry over from year to year, and Employees leaving the University will not be paid for unused personal days. Normally, new Employees must complete the orientation and review period before using any personal days.

3. Court Service:

Any Employee will be excused and receive regular pay while serving on jury duty. Any Employee will be given time off with pay if they are required to appear in court as a witness but is not a party to the action. It is expected that the Employee will be at work for any days or parts of days that are not required for court attendance. If an Employee is a party to the action, the time off should be charged to accrued vacation time or personal days or the time may be taken off without pay; the time off cannot be charged to sick time.

4. Bereavement:

- a. All Employees 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 or following a miscarriage, failed surrogacy, adoption or fertility treatment.

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 for a longer paid absence will not be unreasonably denied.

- b. For purposes of this policy only, immediate family includes: the Employee'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 Employee's residence.

5. Short-Term Disability:

- a. Short-Term Disability ("STD") is available only for Professional Staff Employees and Postdoctoral Research Employees. Other Employees covered by this contract are not eligible for STD. STD is provided for as outlined in the STD overview.
- b. Professional Staff Employees and Postdoctoral Research Employees are eligible for up to 26 weeks of Short-Term Disability (STD) benefits per year paid at 100% of salary. STD due to their own serious health condition that prevents them from performing the essential functions of their job during periods in which Employees are unable to perform the material and substantial duties of their job due to an injury or illness. Employees must be out of work for seven calendar days, which is the STD waiting period. STD benefits generally begin after this one week waiting period (which can be paid with accrued sick, personal, or vacation days).
- c. STD leave for a birthing parent is eight (8) weeks and begins immediately with no waiting period. Such leave may be extended in particular circumstances if there is medical documentation supporting continued disability.

6. Family and Medical Leave

- a. The University has several plans covering Family and Medical Leave that differ by classification and school. Such plans that are in effect upon ratification may be modified in the University's discretion during the life of the Agreement. The University complies with federal, state, and local laws governing family and medical leave.
- b. All family and medical leaves may be taken intermittently, upon request of the Employee and if approved by the University.

7. Military Service: The University shall comply with any applicable state and federal laws governing military service and leaves. A regular Employee who is required to participate in two weeks annual training as part of a military service program will be paid the difference between their regular salary and the pay they receive for the reserve training.

8. **Leave for Victims of Abusive Behavior:** The University shall comply with Massachusetts law governing Domestic Violence Leave.

9. In the event a benefits-eligible Employee moves to a new benefits-eligible position covered by this contract that provides for the same vacation and sick accruals, their accrued PTO shall be maintained.

Section B Holidays

1 Employees are entitled to all paid holidays recognized by the University including Winter Recess. Each year, the University shall determine the exact date of each holiday for the upcoming year. Employees shall not be expected to work during these holidays. University Holidays for which employees receive paid time off are:

- a. New Year's Day
- b. Martin Luther King, Jr.'s Birthday
- c. Presidents' Day
- d. Memorial Day
- e. Juneteenth
- f. Independence Day
- g. Labor Day
- h. Indigenous People's Day
- i. Thanksgiving
- j. Friday after Thanksgiving
- k. One-half of the working day before Christmas
- l. Christmas Day

2 Because classes are typically scheduled to occur on Presidents' Day and Veterans Day, Instructional Employees are expected to work on one or both of those days depending on their teaching schedule, and other Employees may be required to work on one or both days by their supervisor.

Employees who are required to-work on any of the observed holidays mentioned above, will be granted a floating holiday to use without loss of pay on a subsequent workday, as arranged with their supervisor.

3. Employees are entitled to time off for Winter Recess as determined by the University schedule.
4. If an Employee is required to work on a paid holiday by their supervisor, the Employee will be entitled to an alternate day(s) off to be used the date to be agreed upon with their supervisor.

5. The University recognizes that there are religious and cultural holidays and observances that are not currently University holidays. Where appropriate, Employees shall provide their supervisor with reasonable advance notice of their taking paid time off to observe a religious or cultural holiday. Supervisors shall work with Employees to appropriately cover work duties prior to time off. The Employee may choose to have time off charged to vacation or personal time if available or taken without pay.

Section C: Sick Leave

1. Professional Staff Employees and Research Employees accrue 12 sick days a year and in accordance with University policy.
- 2 Except for Professional Staff Employees, unused sick days may not be carried over from year to year. Professional Staff Employees may carry unused sick days forward over subsequent years and will move with Employees to any new and subsequent appointments up to a maximum of 130 days.
- 3 Eligible Employees will accrue sick days at a rate of one (1) day a month during the length of their employment. New Employees shall be eligible for 7.5 sick days immediately at time of hire and shall accrue sick days at the regular rate starting in their 6-month of employment.
- 4 Sick days may be used for sick members of the household or family.
- 5 Employees are eligible to use their sick days provided that they must inform their supervisor of their use as soon as possible.
- 6 Employees who are re-employed after a separation from employment of less than one (1) year shall have all sick time from prior service reinstated.

Section D: Teaching Faculty Leave

While teaching faculty are ordinarily expected to be available throughout the semester and are not eligible for vacation time during this period, the parties recognize their extenuating circumstances necessitating short-term absences during the semester. For an absence of more than one week, or for one week or less where the absence will require some reduction or change in scheduled instruction, teaching faculty should first consult with their Department Chair or direct supervisor. When requesting such leaves, it is incumbent on faculty members to consider their academic responsibilities and to ensure that they continue to be met. Before authorizing the absence, the supervisor should be satisfied that the reason for absence, whether personal or professional, is sufficiently compelling and that all teaching and other departmental responsibilities are appropriately covered. If the absence is for one week or less, no further

approval is required. If a period longer than one week is necessary, the faculty member submits requests to the associate dean for their division or School. Short-term absences shall not be denied arbitrarily.