

Article ____
PAID LEAVES

Section 1. The University shall grant paid leaves of absence with all benefits and rights under this agreement to SWs who request it for reasons including, but not limited to, the following:

- A. Personal illness (sick leave)
- B. Family medical, childbirth, adoption, fostering, bonding with a newborn
- C. Bereavement
- D. Civic duty, Military, Other
- E. International SW leave/Immigration leave

Section 2. SWs on paid leave shall maintain the ability to hold leases and reside in Harvard University housing.

Section 3. The SW's appointment shall be extended for the length of time the SW is on leave. The SW shall have the right to return to their position at the conclusion of the leave.

Section 4. Definition of Family Member – Individuals considered to be members of a SW's family include but are not limited to the following: parent, step or foster parent, sibling, step or foster sibling, parent-in-law, spouse, committed partner, parent of committed partner, grandparent, grandchild, child, step or foster child (including children of committed partner).

Section 5. Sick Leave:

- a. Salaried SWs shall have a right to a to a reasonable number of days of sick leave with no loss of compensation. In no case shall the sick time provided be fewer than four (4) business days per semester and two (2) business days per summer term. All paid sick leave days for salaried SWs shall be earned upon the first day of work per semester or term. Hourly SWs shall have a right to one (1) hour of paid sick leave for every twenty (20) hours worked. SWs are permitted to use earned 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 a family member as defined in section 4;
 - 3. Attending their own routine medical appointment;
 - 4. Attending a routine medical appointment for a family member as defined in section 4 or for a member of the SW's household regularly sharing the SW'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 shall make reasonable efforts to inform their supervisor as soon as possible.
- c. In no case shall the sick time provided be less than provided by the Massachusetts Sick Time Law.

Section 6. Family Medical Leave – SWs shall have a right to at least twelve (12) weeks of paid leave per appointment year in order to care for a family member, for the birth of a child, for bonding with a newborn, adopted, or fostered child, or for their own serious personal medical condition or work-related disability. Pay during the SW's leave may be partially funded by Parental Accommodation and Financial Support (PAFS). SWs shall endeavor to notify their supervisors and any applicable directors of studies of the anticipated birth or adoption of a child at least four months in advance whenever possible, however not before receiving their appointment letter, so that appropriate arrangements can be made to cover teaching or research responsibilities.

Section 7. Bereavement Leave – Salaried SWs shall have a right to be absent without loss of pay or benefits for at least five (5) business days leave per occurrence for bereavement due to loss of a family member as defined in Section 4, the loss of a grandparent, grandchild, or sibling-in law, or the loss of an individual regularly sharing the SW's residence. A SW on an hourly basis may be absent for the same purposes but without pay. A longer paid absence may be appropriate in circumstances of logistical difficulty, religious observance, or severe emotional distress, and requests for longer paid absences shall not be unreasonably denied.

Section 8. Civic Duty Leave – Salaried SWs shall retain all pay 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 9. Military Leave – The University shall comply with any applicable state or federal laws governing military service and leaves. A SW may use this leave in addition to other leaves provided for in this Article.

Section 10. Immigration Leave - SWs shall have a right to five (5) paid business days of leave per year in order to attend visa and immigration proceedings and any other related matters for the SW and the SW's family as defined in Section 4. A SW on an hourly basis may also be absent for the same purposes but without pay.

Section 11. Personal Leaves – [see Union's proposal for "Holidays, Vacations, and Personal Days."]

Section 12. SWs shall retain any and all other rights under the law regarding leaves of absence.

Section 13. SWs shall make reasonable effort to provide as much advance notice as possible before taking leave under this Article.

Section 14. When the University releases any employees from work due to inclement weather or other emergency conditions, SWs shall also be released. SWs with essential duties who are required to work shall have the work treated as required work during a holiday as described in Article ____.

Section 15. SWs who take Family Medical Leave in Section 6 or Military Leave in Section 9 under this article shall be entitled to a G-year adjustment. A SW who is eligible for but chooses not to utilize these leaves may request a G-year adjustment. Such requests shall not be unreasonably denied.