

**ARTICLE –**  
**LEAVE PROVISIONS**

**Section 1. Sick Leave**

- a. SWs shall have a right to reasonable number of days per semester or summer session of sick leave with no loss of compensation. ~~Under the law~~ 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 their child, spouse, parent, or spouse's parent;
  3. Attending their own routine medical appointment;
  4. Attending a routine medical appointment for their child, spouse, parent, or spouse's parent 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 provided by the Massachusetts Sick Time Law.

**Section 2 Family Leave of Absence**

SWs of any gender may take an unpaid Family Leave of Absence of up to 12 weeks for the birth or adoption of a child, childcare, 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.

**Section 3 Bereavement leave**

A SW on a salaried appointment 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. A SW on an hourly basis may also be absent for the same purposes but without pay.

A longer paid absence may be appropriate in circumstances of logistical difficulty or severe emotional distress or religious observance if approved by the supervisor. Such requests

shall not unreasonably denied. For the purpose of this policy only immediate family includes husband and wife, son and daughter (including stepchildren), grandchildren, son- and daughter-in-law, parents (including stepparent), grandparents, father- and mother-in-law, brother and sister (including stepbrother and stepsister) and brother- and sister-in-law; and household includes individuals regularly sharing the employee's residence.

#### **Section 4. Civic Duty Leave**

SWs who are on a salaried appointment shall retain all compensation 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. Personal Leave**

SWs on a salaried appointment shall be entitled to one (1) paid personal day per semester with, where possible, at least three (3) days advance notice to their supervisor.

For salaried SWs on 12 month appointments, they shall be entitled to an additional one (1) paid personal day in addition to two personal days for the academic year. With the supervisor's approval, such personal days can be combined but may not be carried over from one appointment period to another.

Personal days may be used for any purpose, including the SW's personal observance of special days in their cultural heritage.

**Section 7 Immigration Leave** – Salaried 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 2. A SW on an hourly basis may also be absent for the same purposes but without pay.

**Section 8** SWs shall retain any and all other rights under state and federal law regarding leaves of absence.

**Section 9** SWs shall make reasonable effort to provide as much advance notice as possible before taking any leave under this Article.