

Article XX.
PAID LEAVES

Section A. Paid Leaves

1. **Vacation:** Employees with less than 5 years of service are eligible for 20 days of vacation per year. Employees with more than 5 years of service are eligible for 25 days of vacation per year. Unused vacation days can be carried forward with a maximum of up to 40 days.
 - a. In the event of retirement or termination of their employment, Employees are entitled to pay in lieu of unused vacation time.
2. **Personal Days:** Employees are eligible for 3 personal days per year for flexible usage.
3. **Court Service:** Employees are entitled to leave with full regular pay for Jury Duty or if serving as a witness for a court case.
4. **Bereavement:** Employees are entitled to 5 days of bereavement leave for a death in the family, of a loved one, or of a member of the household, or following a miscarriage, failed surrogacy, adoption, or fertility treatment. Employees may additionally use any accrued sick days to extend bereavement leave.
5. **Short-Term Disability:** Employees are entitled to up to 26 weeks of Short-Term Disability (STD) leave per year paid at 100% of salary due to their own serious health condition that prevents them from performing the essential functions of their job. STD leave generally begins after a five-day waiting period (which can be paid with accrued sick, personal, or vacation days).
 - a. STD leave for a birthing parent is generally a minimum of eight (8) weeks and begins immediately with no waiting period.
6. **Family Leave:** Employees may take Family Leave paid at 100% for the following reasons:
 - a. A pregnant Employee may elect to cease work two weeks prior to their due date without medical certification. If the baby is not born by the due date, this leave shall continue until the date of the baby's birth.
 - b. Up to 15 weeks to bond with a child during the first 12 months after the child's birth, adoption, or foster placement.
 - c. Up to 26 weeks to provide care to a family member who is a covered service member (qualified members of the Armed Forces).

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- d. Up to 12 weeks because of any qualifying exigency arising out of the fact that a family member is on active duty or has been notified of an impending call or order to active duty in the Armed Forces.
 - e. Up to 12 weeks to care for a family member with a serious health condition.
 - f. All family leaves may be taken intermittently, upon request of the Employee.
 - g. Employees on teaching appointments who request in advance more than 7.5 weeks of Family Leave for a qualified reason during a given semester shall not be required to teach regular courses during the semester in which the leave will be taken. An Employee may be assigned other work for which they are reasonably qualified during the balance of the 15-week semester when they are not on leave. Any alternative work assignments must be communicated to the Employee by the end of the first week of the semester or the first week back from leave, whichever is later, and may not be carried forward into subsequent semesters or recesses.
7. **Military Service:** The Corporation 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:** Employees eligible for leave as victims of abusive behavior under Massachusetts state law shall be paid at 100% of salary.
9. In the event an Employee moves between positions within the University, their total accrued leaves shall be maintained.

Section B. Holidays

Employees are entitled to all paid holidays recognized by the Corporation, including Winter Recess. 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 (3rd Monday in January)
- c. Presidents' Day (3rd Monday in February)
- d. Memorial Day (Last Monday in May)
- e. Juneteenth
- f. Independence Day
- g. Labor Day (1st Monday in September)
- h. Indigenous People's Day (2nd Monday in October)
- i. Veteran's Day
- j. Thanksgiving (4th Thursday in November)

- k. Friday after Thanksgiving
- l. One-half of the working day before Christmas
- m. Christmas Day

1. Employees are entitled to time off for Winter Recess as determined by the University schedule.
2. A recognized holiday which falls on a Saturday will normally be observed on the preceding Friday. A holiday which falls on a Sunday will be observed on the following Monday.
3. If an Employee is required to work on a paid holiday by their supervisor, the Employee will be entitled to an alternate day off to be used at their discretion.
4. The Corporation 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.

Section C: Sick Leave

1. Employees are eligible for 15 sick days a year. Unused sick days can be carried forward over subsequent years and will move with employees to any new and subsequent appointments.
2. Employees will accrue sick days at a rate of 1.25 days 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.
3. Sick days may be used for sick members of the household, family, or loved ones.
4. Employees are eligible to use their sick days at their own discretion.
5. Employees who are re-employed after a separation from employment of less than 1 year shall have all sick leave from prior service reinstated.

Section D: Teaching Faculty Leave

1. Teaching faculty are not expected to work outside of the period 2 weeks prior to the start of the semester through the end of the semester, excepting any University holidays.
2. While teaching faculty are ordinarily expected to be available throughout the semester and are not eligible for vacation time during this period, the parties

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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.

3. Apart from Section A.1 & A.2 teaching faculty are eligible for all other leave provisions in this document.