

**ARTICLE --**

**HOLIDAYS, PERSONAL DAYS AND VACATION**

Section 1 The University sets the academic calendar each year and designates official University holidays and recesses. Currently, the following are designated as official University holidays. SWs shall not be required to work on the following holidays and designated recess, except as provided below in Section 2.

New Year's Day  
Martin Luther King, Jr. Day  
Presidents' Day  
Memorial Day  
Independence Day  
Labor Day  
Columbus Day (Federal) / Indigenous Peoples' Day (City of Cambridge)  
Veterans Day  
Thanksgiving  
Friday after Thanksgiving  
Christmas Eve 1/2 day  
Christmas Day  
Winter Recess (the period between Christmas and New Year's Day)

The University reserves the right to add other holidays in its discretion

Section 2. During a holiday or designated recess, SWs may be required to conduct work (such as laboratory work, teaching a section or grading of assignments) only when determined to be necessary by the faculty member or supervisor. The faculty member or supervisor shall provide notice to the SW in advance when such work is deemed necessary. If a SW is required to work on a holiday or designated recess, the SW shall choose an alternate day(s) off with the supervisor's approval, which approval shall not be unreasonably denied.

Section 3 The University recognizes that there are religious holidays that are not currently University holidays. The University will make reasonable accommodations to a SW to observe a religious holiday provided it does not create an undue burden for the University. SWs shall request such time off for religious observance with reasonable advance notice to their supervisor.

Section 4 Personal Days

In addition to time off for holidays and the recess period, SWs on a salaried appointment shall be entitled to one (1) personal day per semester without loss of compensation with, where possible, at least three (3) days advance notice to their supervisor. Those salaried SWs with 12-

month appointments shall receive one additional personal day in addition to two personal days for the academic year.

With the supervisor's approval, personal days may be combined but may not be carried over from one appointment period to the next.

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

#### Section 5      Vacation Days for SWs with 12-month appointments

- a. SWs on a salaried 12-month appointment shall be entitled to ten (10) vacation days without loss of compensation to be used during their appointment period.
- b. Vacation days must be used during the appointment period and may not be carried over from one fiscal year to the next. Vacation days not used during the appointment period will be forfeited.
- c. Vacation time shall be scheduled in consultation with and approval of the supervisor/faculty member which approval shall not be unreasonably denied.
- d. For SWs with curricular responsibilities, vacations should normally not be taken during the Fall or Spring academic semesters. “
- e. A vacation request of more than two weeks by combining vacation time at the end of one fiscal year with vacation time at the beginning of the next fiscal year will not be allowed.
- f. If an official University holiday falls during an SW's vacation, the SW shall not be charged vacation time for that day.