

Policy Title	Faculty Use of Paid Time Off and Holiday Benefit Plans
Policy Number:	ACA 1.08
Department:	BSMCON
Functional Area:	Academic Affairs
Contributing Department	
Approved by:	RHEI Leadership Team
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Manual	To be entered by Compliance360 System administrators or N/A if not in C360
Section	To be entered by Compliance360 System administrators or N/A if not in C360

I. Mission, Vision and Values

This policy reflects our commitment to human dignity, integrity, compassion, stewardship, and service by guiding decisions and actions that uphold respect for all individuals and promote excellence in our work.

This policy aligns with our mission of extending the compassionate ministry of Jesus by improving the health and well-being of our communities and providing good help to those in need, especially the poor, dying, and underserved by ensuring that our practices support ethical, effective, and accountable service across all areas of the organization.

II. Policy

It is the policy of Bon Secours Memorial College of Nursing, a department operated and controlled by the Bon Secours Memorial Regional Medical Center, that faculty on full-time contracts will qualify for the current Bon Secours Mercy Health Exempt Paid Time Off Plan and Holiday Benefit Plan.

III. Purpose

To provide faculty on a contract with guidelines for established paid time off and holiday benefit time during the contract period as personal circumstances necessitate.

IV. Scope

All full-time exempt faculty on a contract.

V. Policy Details

All Full-Time Faculty

This section applies to all full-time faculty. Additional details specific to 10-Month and 12-Month contracts are outlined in sections below.

Paid Time Off (PTO) is subject to supervisory approval and must be in line with the terms of the faculty contract. Planned absences should not create disruption in the delivery of instruction to students nor should they prohibit the faculty member from fulfilling any responsibilities of the faculty role. If coverage is needed for a planned absence, faculty is responsible for securing that coverage and communicating it when requesting the PTO. Approval for planned time off will only be considered once coverage is secured.

Requests for planned absences during the months of August and May are discouraged due to the various administrative and committee tasks which must be completed during this time frame.

Personal leave of any type that occurs after the full use of available paid holidays and PTO will be managed on a case-by-case basis with the partnership of the Human Resources Director, using legal guidelines and the terms on the faculty contract as guides.

Faculty on 10-Month Contract

As full-time exempt associates of Bon Secours Mercy Health, faculty with ten-month contracts receive PTO and Holidays. In alignment with the terms of the faculty contract, PTO and Holidays are utilized as follows:

Holidays	Scheduled Breaks Requiring Use of PTO
Labor Day	The five (5) days of Fall Break
Thanksgiving Day	
Floating Holiday (taken on Friday after Thanksgiving Day or last day of calendar year)	
Christmas Day	The eight (8) days at Winter Break other than Christmas Day and New Year's Day
New Year's Day	Martin Luther King Jr Day
Memorial Day	The five (5) days of Spring Break
Independence Day	

Faculty who takes a teaching assignment during a scheduled break will not have PTO deducted for days worked.

BSMH issues PTO on an annual basis (January-December). The academic year follows the academic calendar (August-May). Each academic year, faculty will be drawing from two different PTO banks. Faculty are responsible for knowing their PTO days awarded and understanding the scheduled breaks where PTO is deducted. Faculty without enough PTO for a scheduled break will need to work any days not covered or take days without pay. New faculty should talk with their supervisor to determine an appropriate PTO plan.

For some faculty, the scheduled breaks will use all or most of PTO received. To support faculty needs, some scheduled PTO can be canceled.

Faculty can request to cancel the following scheduled PTO:

- Martin Luther King Jr Day
- Up to 2 days of fall, winter, and/or spring break
- Other requests for extenuating circumstances require approval from Associate Dean of Faculty Affairs.

Planned absences should not involve the request of consecutive days off unless personal circumstances are such that this is unavoidable. If consecutive days are needed, faculty must disclose the reason to their supervisor when requesting the time off. If the supervisor intends to approve the request, they are required to obtain their supervisor's approval as well.

Faculty on 12-Month Contract

Faculty are expected, but not required, to take PTO during student breaks. If more than 3 consecutive days off are needed when class is in session, faculty must disclose the reason to their supervisor when requesting the time off. If the supervisor intends to approve the request, they are required to obtain their supervisor's approval as well.

VI. Definitions

None

VII. Attachments

N/A

VIII. Related Policies

Exempt Paid Time Off (PTO) - Plan Overview
Holiday Benefit Plan Overview

IX. Regulatory Notices

Nothing in this policy creates a contractual relationship between Bon Secours Memorial College of Nursing (BSMCON) and any party. BSMCON, in its sole discretion, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

X. Version Control

Version	Effective Date	Next Review Date	Description	Supersedes, if applicable	Prepared By
1.0	6/24/2020	N/A	Establish policy as written by Human Resources	N/A	Dean of Academic Affairs
1.0	3/9/2022	N/A	Reviewed	1.0	CDDAA

1.1	5/25/2023	5/25/2026	Updated	1.0	CDDAA
1	8/1/2026	8/1/2028	Version Changed – BSMH Template Adopted	2.0	CCDA

This policy/procedure/guideline is not intended to establish a standard of clinical or non-clinical care or practice. Rather, this policy/procedure/guideline creates a general tool to help guide decision-making with the understanding that different action(s) may be necessary in response to the totality of the circumstances presented.

Sites revised 05/06/2025- Bon Secours Mercy Health adopts the above policy, procedure, policy & procedure, guideline, manual / reference guide / instructions, or principle / standard / guidance document for all Bon Secours Mercy Health entities including, but not limited to, facilities doing business as Mercy Health – St. Vincent Medical Center, St. Vincent – St. Charles Hospital, St. Vincent – St. Anne Hospital, Mercy Health – Perrysburg Medical Center, Mercy Health – Tiffin Hospital, Mercy Health – Willard Hospital, Mercy Health – Defiance Hospital, Mercy Health Allen Hospital LLC, Mercy Health - Lorain Hospital, Mercy Health St. Elizabeth Youngstown Hospital, Mercy Health St. Joseph Warren Hospital, Mercy Health - St. Elizabeth Boardman Hospital, Mercy Health - St. Rita's Medical Center, Mercy Health – Springfield Regional Medical Center, Mercy Health - Urbana Hospital, Mercy Health - Anderson Hospital, Mercy Health - Clermont Hospital, Mercy Health – Fairfield Hospital, Mercy Health - West Hospital, The Jewish Hospital – Mercy Health, Mercy Health – Kings Mills Hospital, LLC, Mercy Health - Lourdes Hospital LLC, Mercy Health – Marcum and Wallace Hospital, Chesapeake Hospital Corporation DBA Rappahannock General, Maryview Hospital, Bon Secours Richmond Community, Bon Secours Memorial Regional Medical Center, Bon Secours – St. Mary's Hospital, Bon Secours St. Francis Health System, Bon Secours St. Francis Medical Center, Bon Secours Mary Immaculate Hospital, Bon Secours - Southside Medical Center, Bon Secours Mercy Health Franklin, LLC, Southern Virginia Medical Center, and Bon Secours Harbour View Medical Center. This also may apply to Bon Secours Mercy Health Medical Group LLC and its medical group affiliates.