

Policy Name: Faculty Use of Paid Time Off and Holiday Benefit Plans - BSMCON
Policy Number: ACA 1.08
Title of Policy Owner: Campus Director & Dean of Academic Affairs - BSMCON
Policy Type: RHEI/Shared Services BSMCON SCHS SOMI
Approved by: RHEI Leadership Team
Effective Date: 8/1/2023
Version: 1.1
Policy Status: Approved

I. Policy

It is the policy of Bon Secours Memorial College of Nursing that faculty on ten-month full-time contracts will qualify for the current Bon Secours Mercy Health Exempt Paid Time Off Plan and Holiday Benefit Plan.

II. Purpose

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

III. Scope

All full-time exempt faculty on a ten-month contract.

IV. Definitions

None

V. Policy Details

As full-time exempt associates of Bon Secours Mercy Health, faculty with ten-month contracts receive Paid Time Off (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) | |
| 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. Externally hired new faculty receive prorated PTO based on hire date and should talk with the Associate Dean of Faculty Affairs 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.

Use of remaining PTO may be requested, 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. 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 needed with the Associate Dean of Faculty Affairs to be considered in the approval process. Further, requests for planned absences during the time frames of August 1 until the beginning of classes in the fall semester and from the end of classes in the spring semester until May 31 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.

VI. Attachments

None.

VII. Related Policies

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

VIII. Disclaimers

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

IX. Version Control

| Version | Date | Description | Prepared by |
|---------|-----------|--|--|
| 1.0 | 6/24/2020 | Establish policy as written by Human Resources | Dean of Academic Affairs |
| 1.0 | 3/9/2022 | Reviewed | Campus Director & Dean of Academic Affairs |
| 1.1 | 5/25/2023 | Updated | Campus Director & Dean of Academic Affairs |