
Policy Name:	Faculty Use of Paid Time Off and Holiday Benefit Plans
Policy Number:	ACA 1.08
Title of Policy Owner:	Dean of Academic Affairs
Approved by:	Policy Committee/Administrative Cabinet
Effective Date:	08/01/2020
Version:	1.0
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	
Thanksgiving	Friday after Thanksgiving
Christmas Day	The eight (8) days at Winter Break other than Christmas Day and New Year's Day
New Year's Day	
Floating Holiday (taken on Martin Luther King Day)	The five (5) days of Spring Break
Memorial Day	
July 4 th Holiday	

Use of remaining PTO may be requested, subject to supervisory approval and 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. Planned absences should not involve the request of consecutive days off unless personal circumstances are such that this is unavoidable. 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 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