



Academic Affairs  
*Faculty Senate*

## **POLICY ON USE OF THE PERSONAL HOLIDAY FAM 626.6**

1. Members of the faculty bargaining unit shall be entitled to a Personal Holiday which may be taken on one day during the calendar year. If the faculty bargaining unit employee fails to take the Personal Holiday before the end of the calendar year, the holiday for that year shall not be carried forward into the next calendar year.

1.1 The scheduling of the Personal Holiday shall be by mutual agreement of the faculty bargaining unit employee and her or his immediate supervisor.

1.2 Casual Employment faculty bargaining unit employees are not entitled to a personal holiday.

### **2. Request for Personal Holiday**

2.1 To schedule a Personal Holiday, a memo should be sent to one's immediate supervisor at least 5 days in advance of the date proposed. That supervisor must agree to the request before the leave can be effective. Denial of a request shall be in writing and must specify the reason for the decision. The fact that the requested day is one on which the faculty member has direct instructional responsibility shall not be sufficient reason for denial.

2.2 The immediate supervisor may exercise discretion and agree to schedule personal holidays in situations where the possibility of a 5-day notice is precluded. Such situations may include the use of this holiday as sick leave for faculty who have not yet acquired sick leave or have exhausted it, for faculty who may be unable to reach campus because of unusual circumstances such as car break-down or severe weather conditions, or similar situations of an emergency nature.