

Personal Days

Personal days are to be used for absence from the workplace for personal reasons, including religious holidays.

Staff:

Stevens will provide full-time non-exempt staff with three (3) personal days annually. Stevens will provide full-time exempt staff with two (2) personal days annually. Regular part-time staff do not receive personal days. Personal days are accrued annually on January 1 and will be prorated based on an employee's start-date.

Staff must report an expected absence to their manager in advance of the personal day or early in the day on the personal day. Personal days must be recorded in the Workday system and will be deducted from the staff member's personal day allotment.

Abuse of personal leave, including non-reporting or misreporting of personal leave, is grounds for discipline up to and including termination of employment. All managers are expected to enforce the personal leave policy and failure to do so is grounds for discipline up to and including termination of employment.

The personal leave provisions described above do not apply to unionized employees. Unionized employees should refer to their current union contract for a statement of benefits.

Faculty:

Faculty do not receive a personal day allotment. Where a faculty member is absent from class or other activities due to a religious observance or other urgent personal matter, the faculty member must communicate with his/her Department Director or equivalent (or Dean where there is no Department Director or equivalent) according to the rules of the School or College. The Department Director or equivalent (or Dean where there is no Department Director or equivalent) shall keep a record of the absence and liaise with the Division of Human Resources when needed. Where a faculty member is absent for more than five (5) consecutive business days, the absence must be reported to the Division of Human Resources by the Department Director or equivalent (or Dean where there is no Department Director or equivalent).

Part-time faculty members are expected to report any and all absences to their Department Director or equivalent (or Dean where there is no Department Director or equivalent). Where the faculty member is absent for more than five (5) consecutive business days, the absence must be reported to the Division of Human Resources by the Department Director or equivalent (or Dean where there is no Department Director or equivalent).

When any faculty absence results in the cancellation of any class, the faculty member must plan for a substitute instructor or reschedule the class in coordination with the Department Director or equivalent (or Dean where there is no Department Director or equivalent).

Abuse of personal leave, including non-reporting or misreporting of personal leave, is grounds for discipline up to and including termination of employment. All Department Directors (or equivalent) are expected to enforce the personal leave policy and failure to do so is grounds for discipline up to and including termination of employment.