

# **Marywood University**

## **Policies and Procedures**

### **Vacations and Holidays for Faculty**

#### **Policy Statement**

Full-time faculty members whose letters of agreement are for nine or ten months are expected to be available throughout the term of the agreement. Christmas week, fall semester break (two days) and spring semester break (five days), and holidays scheduled by the University are exceptions.

Full-time faculty members whose letters of agreement are for twelve months receive the following excused time: Christmas week, fall semester break (two days) and spring semester break (five days), and holidays scheduled by the University. Full-time faculty members whose letters of agreement are for twelve months also receive four weeks' annual vacation that must be scheduled with the prior approval of the department head. All other days are considered work days, even when classes are not scheduled (e.g., Holy Thursday). The appropriate Dean, Director of Library Services, or Chief Academic Officer will determine whether faculty have to be on campus or on call at these times. Alternately, faculty may request to use their vacation time for these days.

Librarians may take up to five excused days to compensate for days worked during the spring semester breaks and up to two excused days to compensate for days worked during the fall semester break.

Full-time faculty members who serve as department chairs, school directors, coordinators or program directors must seek prior approval of their supervisor.

Faculty who are called to serve jury duty, military duty, or who need bereavement days should notify their department head and dean as soon as possible. These days will count as excused time for full-time faculty whose letters of agreement are for twelve months.

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#### **Related Policies and Committees**

Policy – Faculty Definition

Policy – Faculty Status

Policy - Contractual Agreements with Faculty

Policy - Holidays

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#### **History of the Policy**

07/01/89 – Reaffirmed with publication of Faculty Manual

02/24/99 – Revision to remove specific dates approved by the President of the University as recommended by the University Committee on Policy

11/14/08 – Revision for purpose of clarification approved by the President of the University as recommended by the Policy Committee of the University

10/10/12 – Revision approved by the President of the University as recommend by the Policy

Committee of the University

12/16/24 - Non-substantive language changes approved by the President of the University

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MARYWOOD UNIVERSITY  
POLICIES AND PROCEDURES MANUAL

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Secretary of the University