



POLICY AND PROCEDURE

TITLE:	Faculty Personal & Sick Time
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POLICY STATEMENT:

Goodwin University recognizes that everyone needs to balance the time and energy we commit to our jobs and other parts of our lives. The University believes that you can provide the best service to our students when you take care of yourselves. To give you time to enjoy your other interests, Goodwin University provides you with paid time off benefits. We encourage you to use your time off benefits, with advance planning to avoid disrupting or delaying the completion of work.

PROCEDURE DETAILS:

Employees are expected to use personal time in accordance with the attendance policy: avoid or minimize the occurrence of unplanned paid time off by providing as much advance notice as possible; and avoid patterns of usage that may indicate an improper use of paid time off.

- Examples of potential misuse include patterns of sick time or unplanned personal time that occur:
 - on Fridays or Mondays;
 - on days immediately preceding or following a holiday;
 - on days immediately preceding or following planned personal time, work travel, or other planned time out of the office; or
 - at an excessive rate, regardless of the days on which the absences occur.

Annual Scheduled Time Off

Every year, full-time faculty members are scheduled for four weeks of paid time off that correspond with the end of each semester. These weeks typically occur as follows: one week at the conclusion of the spring semester, one week at the conclusion of the summer semester, and two weeks at the conclusion of the fall semester. This paid time off is not accrued, cannot be exchanged for cash, will not be paid out in the event of employment termination, and cannot be rolled over into the next calendar year.

Deans and Program Directors must take the week between Christmas and New Year's Day as one vacation week, however, the additional three weeks may be taken at times other than the scheduled University breaks, with the approval of their immediate supervisor and the Dean of Faculty. This time must be tracked within the department and will not be reflected in the Human Resources time and attendance system.

Personal Days

Eligible full-time faculty earn personal days at the rate of 2.33 hours per month commencing the first day of the month following the 60-day introductory period to an annual maximum of four (4) personal days. If possible, personal days must be approved one week in advance with the faculty's immediate supervisor. While we do encourage faculty to take paid time off, faculty may elect to carry up to one week (five days) of personal time into the following year in anticipation of personal needs for the next year.

Sick Time

Eligible full-time employees are awarded 84 hours (12 days) per year. New hires' accrual will be prorated for the first year of employment. For example, if you are hired in March, you will accrue 70 hours during your first year. You may use your sick time in hourly increments. At the end of the calendar year, sick time resets and will not carry over.

Sick time is to be used for the employee's health and wellness. It can also be used if a family member falls ill or for a planned medical event. Sick time cannot be requested in advance unless for a planned medical event. Employees can use up to five consecutive days of sick time per year. If the absence exceeds 5 consecutive days Human Resources may require additional information, such as a physician note indicating fitness to return to duty.

If an employee exhausts their available sick time, they can use available PTO to ensure salary continuation during an absence. If an employee has a need or desire to take time off after they have exhausted all sick time, they need to apply for a leave of absence with Human Resources. The nature of the requested leave will be considered based on the nature of the need (i.e., FMLA or disability needs vs. a personal leave of absence for non-medical reasons), and business needs.

PUBLISH POLICY STATEMENT (CLICK ON BOX NEXT TO OPTION-SELECT ALL THAT APPLY):

☐ UNIVERSITY CATALOG

☐ STAFF HANDBOOK

☒ FACULTY HANDBOOK

☐ STUDENT HANDBOOK

DEFINITIONS:

N/A

EXCLUSIONS: N/A

OFFICES DIRECTLY AFFECTED BY THE POLICY:

Human Resources

HISTORY:

Updated accrual rates January 2024

Revised July 2025

EFFECTIVE DATE:	January 1, 2025
RESPONSIBLE OFFICE (ONLY ONE):	Human Resources
REVIEW DATE:	Annually