

## **Faculty & Prof. Staff Personal Days - Article 9.01H**

Professional staff are entitled to 3 personal days and faculty 2 personal days per calendar year to be taken for personal reasons. Whenever practicable, a request for a personal day shall be submitted no later than 3 days in advance and shall not be unreasonably denied. For example, today you advise your immediate supervisor that on next Monday you will take a personal day. Some colleges have a request form where you check off the personal day box. That is all that is needed. No reasons are supplied for a personal day because it is personal.

## **Prof. Staff Off-campus Days - Article 12.04C6**

A professional staff member may request 3 off-campus days per calendar year for participation in off-campus activities. These activities are outside those assigned as part of the regular professional staff workload. These days are basically free days for professional staff to be off campus doing some related work. There is no reporting requirement. One of these off-campus days must be the day after Thanksgiving. These days may be granted in half day segments or greater. Such requests shall not be unreasonably denied.

If you have any questions, do not hesitate to contact me.

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