

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

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**Delivered to MCCC Chapter via Chapter President**

**Application: ALL DAY UNIT FULL TIME PROFESSIONAL STAFF**

**Professional Staff Off-Campus Days - The day after Thanksgiving - Article 12.04C6 -** A professional staff member should request 3 off-campus days per fiscal year (beginning July 1) 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. There is no reporting requirement. One of these off-campus days shall be the day after Thanksgiving. Professional staff should not be using compensation time, vacation time, or personal leave time for the day after Thanksgiving. The other 2 off-campus days may be granted in half day segments or greater. Such requests shall not be unreasonably denied.

**Reporting -** Most, if not all, professional staff must input their time in the HRCMS self-serve system. In the HRCMS Time Recording Code (TRC), some professional staff use PLC (Professional Development Leave Paid) or AOCAD (Assigned Off Campus Activities).

**2013-2015 Contract Language**

Article 12.04C6 - "Upon request of a professional staff member, the President of the College or the President's designee may assign up to three (3) days during the fiscal year in half-day segments or greater for participation in off-campus activities outside those assigned under the provisions of 12.04; one of these days shall be granted for the day following the Thanksgiving holiday. Such requests shall not be unreasonably denied."

Happy Thanksgiving.