

## Benefits Unique to Librarians in a Position Represented by the Massachusetts Society of Professors

Welcome to the *University of Massachusetts Amherst*!

Your new position with the University brings many benefits, some of which are unique to the bargaining unit which represents your position. This document is a brief overview of those benefits which appear in your bargaining contract.

**Personal Time:** As a full-time employee in this bargaining unit you will receive 3 paid personal leave days each January for use during that calendar year. This amount is pro-rated if you start later in the year and if you are a part-time employee. Personal time not used by the end of the year is forfeited. In the first year of employment librarians newly hired into a position covered by MSP are awarded personal days based on their date of hire:

Start Date	Personal Time (Days)
Jan. - Mar.	3 days
Apr. - June	2 days
Jul. - Sept.	1 day
Oct. - Dec.	0

**Vacation Time:** As a full-time employee in this bargaining unit, you accrue 6.34 hours of vacation time each pay period (2 weeks) for a total of 22 days per year. This is pro-rated based on both full-time equivalency and are pro-rated based on time paid.

**Sick Time:** As a full-time employee in this bargaining unit you will accrue 4.326975 hours per pay period (2 weeks) for a total of 15 days per year. Sick leave accruals are pro-rated based on your position's full-time equivalency and amount of time paid. Use of more than 5 days of accrued sick time in order to care for another individual with a serious health condition requires approval from the MSP Sick Leave Bank Committee.

**Sick Leave Bank:** The Sick Leave Bank is intended to provide short-term salary continuation when you are unable to perform your job due to a non-work related disability, you have a reasonable expectation of returning to your pre-disability position and your accruals are insufficient to cover your absence. Prior to drawing from the Bank you must have an approved application and exhaust all of your own accrued sick leave. You may elect to join the Sick Leave Bank at any time by donating 1 or more days of your accrued sick leave. Benefit time accrues to the bank while you're using the Sick Leave Bank. Also, members may donate additional sick time upon retirement and during open enrollment.

Librarians on multi-year contracts who become biological or adoptive parents of a child under five years of age are eligible to enroll in the Sick Leave Bank concurrent with that event and receive a one-semester paid leave (inclusive of use of his/her own accrued sick leave). More detailed information is available in Section 27.14 of the MSP bargaining contract and at the Human Resources Employee Service Center (room 325 Whitmore Administration Building).

**Bereavement Leave:** Upon evidence satisfactory to the appointing authority of the death of your spouse, child, step-child, parent, step-parent, brother, sister, grandparent, or grandchild, spouse's parent, a person for whom you are a legal guardian or primarily responsible for making funeral arrangements or a person living in your immediate household, you are entitled to leave without loss of pay for a maximum of four (4) consecutive working days within thirty (30) days of the death.

In the event of the death of the brother, sister, grandparent or grandchild of your spouse a maximum of one (1) workday.

Note:

- If the position you hold at the University is no longer affiliated with this bargaining unit this will result in a change to the benefits listed above. Please contact Human Resources (545.1478) with questions in this regard.
- As bargaining contracts are re-negotiated this may result in a change to the benefits listed above.
- For additional information on benefits unique to MSP librarian employees, please reference the current MSP bargaining unit contract. Where this document departs from the contract, the contract will prevail.