



University of Massachusetts
325 Whitmore Administration Building
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Amherst, MA 01003-9313

Human Resources
Benefits

GIC-eligible employees hired into a non-unit exempt position prior to June 30, 2017 are eligible for two paid "campus specified days" (CSD) in addition to the annual personal leave allotment. CSD are available for use during pre-determined dates each year and expire concurrent with expiration of personal days.

Effective 3/5/17, these two days may be used during the following time periods throughout the year.

February (These dates will be eligible in 2018)

Local school vacation weeks

March

UMass Amherst Student Spring Break (March 13-17 in 2017)

April

Local school vacation weeks

July

Day before and day after the Independence Day holiday

November

Thanksgiving Week (November 20-24 for 2017)

December – January

UMass Amherst Student Winter Recess

Employees must request their supervisor's approval before using these campus specified days. Time for these days are entered by choosing "CSD--Campus Specified Day" when entering time off in PeopleSoft HR Direct.

Please note non-unit professional staff hired after 6/30/17 will not be eligible for the 2 "campus specified days" and will be awarded the standard five (5) personal days per year. The 2 "campus specified days" will be awarded each calendar year for eligible employees and will expire if not used during the year in which they are awarded.

Please contact Human Resources at 413-545-6106 if you have any questions.