



MOUNT SINAI
SCHOOL OF
MEDICINE
NEW YORK

TIME-OFF POLICIES FOR FACULTY

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These policies are applicable to full-time faculty at the rank of Instructor and higher unless otherwise noted.

These policies are subject to change from time to time.

VACATION DAYS



Full-time faculty are entitled to twenty paid vacation days per year.* Beginning with the anniversary date marking the 25th year of full-time employment, the entitlement for full-time faculty increases to twenty-five paid vacation days per year.

Faculty who are hired after the beginning of the year will be eligible for a prorated number of vacation days during that year.

Unused vacation days cannot be carried over from one year to the next. Unused vacation days are not payable upon termination.

Scheduling of vacation is at the discretion of the Department Chair. Faculty should submit vacation requests sufficiently in advance to their respective Department Chair or designee that each request can be confirmed to be consistent with the department's academic schedule and teaching, clinical, research and administrative responsibilities.

**Departments may track days on either a calendar year (January-December) or academic year (July-June)*

FREE DAYS

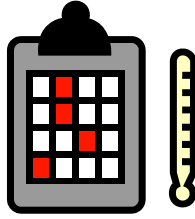


Full-time faculty are entitled to four free days per year.* Faculty should submit free day requests sufficiently in advance to their respective Department Chair or designee so that each request can be confirmed to be consistent with the department's academic schedule and teaching, clinical, research and administrative responsibilities.

Faculty who are hired after the beginning of the year will be eligible for a prorated number of free days during that year.

**Departments may track days on either a calendar year (January-December) or academic year (July-June)*

SICK DAYS



Full-time faculty are allocated 30 days of paid sick time per year. Unused sick time may be carried over from year to year to a maximum accrual of 90 days (“banked” sick days).

Sick leave is intended to be used only in cases of personal illness or injury. It may not be considered as extra vacation time, nor can vacation time be extended because of short-term illness that may occur after a vacation has started.

Faculty who need to take time off for a personal illness/injury will have one day deducted from the accrued sick time for each of the first five days absent. If a faculty member requires more than five consecutive days off, a Medical Leave of Absence* will apply.

- *The Medical Leave of Absence policy is posted on the [intranet](#) and is accessible either on campus, or off-campus if you use VPN to connect to your office computer. Click the yellow “HR Policy Manual” link (on the lower right section of the horizontal blue box) and go to Section 3.18 of the manual.*

LEAVE OF ABSENCE

Please refer to [Human Resources Policy 3.18](#). This policy is posted on the [intranet](#) and is accessible on campus or if you are off-campus, only if you use VPN to connect to your office computer. Once on the [intranet](#), click the yellow "HR Policy Manual" link (on the lower right section of the horizontal blue box) and go to Section 3.18 of the manual.



PARENTAL DAY

Full-time faculty are entitled to one day off with pay upon the birth of a baby. This Parental Day should be taken on the day the child is born or within a reasonable time following the date of birth.

Faculty who experience a "qualifying change" in family status are permitted to make benefits changes within 31 days of the event. Go to www.mtsinaibenefits.com or call 1-866-700-6762 to confirm that your event qualifies and to obtain details and instructions on initiating a benefits change.

To change your Federal income tax withholdings, modify your W-4 form on [Sinai Central](#).

ADOPTION DAY

Full-time faculty are entitled to one day off with pay upon the adoption of a child. This Adoption Day should be taken within a reasonable time following the adoption of a child.

Faculty who experience a "qualifying change" in family status are permitted to make benefits changes within 31 days of the event. Go to www.mtsinaibenefits.com or call 1-866-700-6762 to confirm that your event qualifies and to obtain details and instructions on initiating a benefits change.

To change your Federal income tax withholdings, modify your W-4 form on [Sinai Central](#).

MARRIAGE DAYS



After 30 days of employment, full-time faculty are entitled to three days off with pay at the time of marriage. Marriage days must be taken consecutively.

To change your name, address or phone number, download a [Change of Name/Address/Phone form](#) and send to Payroll at Interoffice Box 7500.

To change your Federal income tax withholdings, modify your W-4 form on [Sinai Central](#).

Faculty who experience a "qualifying change" in family status are permitted to make benefits changes within 31 days of the event. Go to www.mtsinaibenefits.com or call 1-866-700-6762 to confirm that your event qualifies and to obtain details and instructions on initiating a benefits change.

CONDOLENCE DAYS

After 30 days of employment, full-time faculty are entitled to three days off with pay in the event of the death of a parent, spouse, child, brother, sister, grandparent, father-in-law or mother-in-law.

If the loss constitutes a "qualifying change" for benefits purposes, you will need to make your benefits changes within 31 days of the death. Go to www.mtsinaibenefits.com or call 1-866-700-6762 to confirm that your event qualifies and to obtain details and instructions on initiating a benefits change.

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