

# Excused Absences for Special Circumstances

## Policy Statement

Regular full-time and regular part-time employees are granted time off with pay for the following special circumstances, whenever these occurrences coincide with normal work days:

|                                |   |                         |
|--------------------------------|---|-------------------------|
| death in the immediate family- | - | 3 days per occurrence   |
| death in extended family       | - | 2 days per occurrence   |
| military duty                  | - | 2 weeks for maneuvers   |
| jury duty                      | - | as required             |
| emergency community service    | - | 10 days per fiscal year |

The President of the University will determine the number of days that the University will be closed between Christmas Eve and New Year's Day. The days will be announced at the beginning of the academic year and may vary depending on University needs. They will not be counted toward the calculation of premium overtime. In the event an exempt employee is required to work, as directed by the supervisor, the employee may take those days later in the same fiscal year, with the approval of the immediate supervisor.

## Definitions

Immediate family: spouse, biological or adoptive parent, sibling, and child or adult in a child-parent relationship

Extended family: in-law, grandparent or child, niece or nephew, aunt or uncle

Payment for jury duty is the difference between jury payment and regular wages.

## Procedures

A receipt is required for payment for jury duty.

An employee who renders emergency community service, such as Red Cross, firefighting, disaster relief, etc., must present a receipt from the sponsoring organization. Extraordinary situations are dealt with on an individual basis.

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## Related Policies

Severe Weather Days

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## History of the Policy

07/01/91 - Reaffirmed with publication of *Personnel Manual*

02/13/98 - Revised to grant additional day for death in family; redefinition of extended family; parameters changed for use of snow days.

12/07/01 – Revised to include references to emergency community service; approved by the President of the University as recommended by the Policy Committee of the University

03/12/04 – Revised to change snow days to severe weather days, and to clarify the policy on closed days between Christmas Eve and New Year’s Day

08/19/04 – Revised to include son-in-law and daughter-in-law in definition of extended family, as approved by the President of the University

01/23/06 – Cyclical review approved by the President of the University; reference to severe weather days removed in favor a policy in its own right; title changed from Excused Absences of Employees to Excused Absences for Special Circumstances

02/19/10 - Revisions of definitions revised by the President of the University as recommended by the Policy Committee of the University

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MARYWOOD UNIVERSITY  
POLICIES AND PROCEDURES MANUAL