



MASSACHUSETTS GENERAL HOSPITAL

Title:	Discretionary Time Off
Division:	Gordon Center for Medical Imaging (GCMi)
Applies to:	Non-Clinical Professional Staff Members Above Research Fellow
Effective Date:	April 1, 2020

Policy

- 1.1 Examples of discretionary time include religious holidays not observed by MGH, vacation time, unscheduled personal time, scheduled personal time.
- 1.2 Full Time Staff:
 - 1.2.1 Twenty-five (25) days of discretionary time off will be credited to each full-time staff member on the first day of the academic year, July 1.
 - 1.2.2 The maximum allowable carry forward balance from year to year is five (5) days. Any discretionary time off remaining in excess of five days at the end of the academic year will be lost.
 - 1.2.3 The annual allocation when added to this carry forward balance may not exceed 30 days.
 - 1.2.4 Annual allotted discretionary time off will be prorated to account for any extended absences greater than four weeks in the last 12 months.
- 1.3 Part-time Staff:
 - 1.3.1 Discretionary time is based on a pro-rata portion of the annual entitlement.
- 1.4 All time away must be reported using the GCMi time off reporting form: https://docs.google.com/forms/d/e/1FAIpQLSd-EXd_Ie5wcHYJCl5Gm4t6NS6H3kesqCM-D5Zt5pev1K6jOw/viewform
- 1.5 All policies may be interpreted at the discretion of the Director of the Gordon Center for Medical Imaging.