

FACILITIES UNION TIME OFF BENEFITS



Bentley University is proud to offer a comprehensive and competitive benefits package that provides you with the flexibility to make the choices that best meet the needs of you and your family. As a member of the Bentley University Facilities Union, you are eligible for all of the benefits in this 2022 Benefits Guide, with the exception of a few differences for time off benefits.

The following time off benefits apply for members of the Bentley University Facilities Union.

Holiday Schedule

The following legal holidays in the Commonwealth of Massachusetts shall be observed as paid holidays for full time employees:

- New Year's Day
- Martin Luther King's Birthday
- Patriots' Day
- Juneteenth
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans' Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day
- Day before or day after Christmas Day
- Day before or day after New Year's Day

Vacation Time

Years of Service	Vacation Eligibility
Hire through < 5 years	2 weeks
5 years through < 10 years	3 weeks
10+ years	4 weeks

To access this information in Spanish, Haitian Creole, Portuguese, French, or Moroccan Arabic, [click here](#) or scan the QR Code.



Sick Time

All employees earn one day of sick time for each calendar month of employment. A new employee beginning work on or before the 15th day of a calendar month will accrue 1 day of paid sick leave at the end of that month. No sick leave will be accrued by a new employee beginning work on or after the 16th of the calendar month for that month.

Personal Days

Full-time employees receive three personal days per fiscal year (July 1– June 30). Personal days may be taken at any time during that period and may not be carried over to the next fiscal year.

Newly hired full-time employees are eligible to receive up to three paid personal days, depending upon their date of hire, after successful completion of the probationary period. New hires will receive three personal days if hired between July 1 and December 31, and two personal days if hired between January 1 and March 25. If an employee is hired between March 26 and June 30, they will be eligible for no days for that fiscal year. Eligibility will commence as described above for the next fiscal year once the probationary period is completed.