

Leave Type	Eligibility for Leave	How Leave is Earned and Carry-Over Provision
Annual	<p>Year of Employment/Days Earned</p> <ul style="list-style-type: none"> Year 1: up to 14 days per year Year 2: up to 15 days per year Year 3: up to 16 days per year Year 4: up to 17 days per year Years 5 thru 10: up to 18 days per year Years 11 thru 20: up to 20 days per year Years 21+ : up to 25 days per year Regular part-time employees, 50% or more FTE, earn pro-rated leave based upon percentage employed. Consult the Annual Leave Policy 	<p>Year of Employment/Accrual Rate</p> <ul style="list-style-type: none"> Year 1: 4.31 hours earned per pay period Year 2: 4.62 hours earned per pay period Year 3: 4.92 hours earned per pay period Year 4: 5.23 hours earned per pay period Years 5 to 10: 5.54 hours earned per pay period Years 11 to 20: 6.15 hours earned per pay period Years 21+: 7.69 hours earned per pay period A maximum
	<ul style="list-style-type: none"> more FTE, earn pro-rated leave based upon percentage employed. Consult the Personal Leave Policy 	<ul style="list-style-type: none"> No carry-over provision to the next calendar year Personal leave is available to you at the beginning of each calendar year New hire employees will receive within 2 payroll cycles
Sick and Safe Leave	<ul style="list-style-type: none"> Earn up to 15 days per year Regular part-time employees, 50% or more FTE, earn pro-rated leave based upon percentage employed. Consult the Sick and Safe Leave Policy 	<ul style="list-style-type: none"> 4.62 hours earned per pay period Accrued sick leave can be carried over each calendar year
Holiday	<ul style="list-style-type: none"> Earn up to 16 days per year (includes up to 3 floating holidays, 4 floating holidays in an election year) Regular part-time employees, 50% or more FTE, earn pro-rated leave based upon percentage employed. 	<ul style="list-style-type: none"> No carry-over provision to the next calendar year Consult the Significant Date Calendar and the Holiday Leave Policy for more information
Other	<p>Other types of leave are granted subject to employee eligibility and policy provisions. Please consult the policies below for more details:</p> <p> Accident Leave Policy Administrative Leave Community Service Policy Exam & Interview Leave Policy Family & Medical Leave Policy Jury Service Policy Legal Action Leave Policy Military Leave Policy Parental Leave Policy </p>	

This document is intended as a summary of leave available to regular full-time and regular part-time non-exempt staff. If there is a discrepancy between this summary and the applicable policy, the policy will govern. REVISED November 22, 2024.

Office of Human Resources, Administration Building, Room 101
Monday – Friday 8:00 am – 5:00 pm

p 410-704-2162 f 410-704-6320
<https://www.towson.edu/hr/>