

Leave Type	Eligibility for Leave	How Leave is Earned and Carry-Over Provision									
Annual	<p><b>Year of Employment/Days Earned</b></p> <ul style="list-style-type: none"> <li>Year 1: up to 14 days per year</li> <li>Year 2: up to 15 days per year</li> <li>Year 3: up to 16 days per year</li> <li>Year 4: up to 17 days per year</li> <li>Years 5 thru 10: up to 18 days per year</li> <li>Years 11 thru 20: up to 20 days per year</li> <li>Years 21+ : up to 25 days per year</li> <li>Regular part-time employees, 50% or more FTE, earn pro-rated leave based upon percentage employed.</li> <li>Consult the <a href="#">Annual Leave Policy</a></li> </ul>	<p><b>Year of Employment/Accrual Rate</b></p> <ul style="list-style-type: none"> <li>Year 1: 4.31 hours earned per pay period</li> <li>Year 2: 4.62 hours earned per pay period</li> <li>Year 3: 4.92 hours earned per pay period</li> <li>Year 4: 5.23 hours earned per pay period</li> <li>Years 5 to 10: 5.54 hours earned per pay period</li> <li>Years 11 to 20: 6.15 hours earned per pay period</li> <li>Years 21+: 7.69 hours earned per pay period</li> <li>A maximum of 50 days of accrued leave can be carried into a new calendar year (this amount is pro-rated for regular part-time staff, 50% or more FTE.)</li> </ul>									
Personal	<ul style="list-style-type: none"> <li>Entitled to 3 days per year</li> <li>Regular part-time employees, 50% or more FTE, earn pro-rated leave based upon percentage employed.</li> <li>Consult the <a href="#">Personal Leave Policy</a></li> </ul>	<ul style="list-style-type: none"> <li>No carry-over provision to the next calendar year</li> <li>Personal leave is available to you at the beginning of each calendar year</li> <li>New hire employees will receive within 2 payroll cycles</li> </ul>									
Sick and Safe Leave	<ul style="list-style-type: none"> <li>Earn up to 15 days per year</li> <li>Regular part-time employees, 50% or more FTE, earn pro-rated leave based upon percentage employed.</li> <li>Consult the <a href="#">Sick and Safe Leave Policy</a></li> </ul>	<ul style="list-style-type: none"> <li>4.62 hours earned per pay period</li> <li>Accrued sick leave can be carried over each calendar year</li> </ul>									
Holiday	<ul style="list-style-type: none"> <li>Earn up to 16 days per year (includes up to 3 floating holidays, 4 floating holidays in an election year)</li> <li>Regular part-time employees, 50% or more FTE, earn pro-rated leave based upon percentage employed.</li> </ul>	<ul style="list-style-type: none"> <li>No carry-over provision to the next calendar year</li> <li>Consult the <a href="#">Significant Date Calendar</a> and the <a href="#">Holiday Leave Policy</a> for more information</li> </ul>									
Other	<p>Other types of leave are granted subject to employee eligibility and policy provisions. Please consult the policies below for more details:</p> <table border="0"> <tr> <td><a href="#">Accident Leave Policy</a></td> <td><a href="#">Administrative Leave</a></td> <td><a href="#">Community Service Policy</a></td> </tr> <tr> <td><a href="#">Exam &amp; Interview Leave Policy</a></td> <td><a href="#">Family &amp; Medical Leave Policy</a></td> <td><a href="#">Jury Service Policy</a></td> </tr> <tr> <td><a href="#">Legal Action Leave Policy</a></td> <td><a href="#">Military Leave Policy</a></td> <td><a href="#">Parental Leave Policy</a></td> </tr> </table>		<a href="#">Accident Leave Policy</a>	<a href="#">Administrative Leave</a>	<a href="#">Community Service Policy</a>	<a href="#">Exam &amp; Interview Leave Policy</a>	<a href="#">Family &amp; Medical Leave Policy</a>	<a href="#">Jury Service Policy</a>	<a href="#">Legal Action Leave Policy</a>	<a href="#">Military Leave Policy</a>	<a href="#">Parental Leave Policy</a>
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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.

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