

Leave Type	Eligibility for Leave	How Leave is Earned and Carry-Over Provision									
Annual	Year of Employment/Days Earned - Year 1: up to 11 days per year - Year 2: up to 12 days per year - Year 3: up to 13 days per year - Year 4: up to 14 days per year - Years 5 thru 10: up to 15 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	Year of Employment/Accrual Rate - Year 1: 3.38 hours earned per pay period - Year 2: 3.69 hours earned per pay period - Year 3: 4.00 hours earned per pay period - Year 4: 4.31 hours earned per pay period - Years 5 to 10: 4.62 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 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.)									
Personal	- Entitled to 3 days per year - Regular part-time employees, 50% or more FTE, earn pro-rated leave based upon percentage employed. - Consult the Personal Leave Policy	- 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	- 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	4.62 hours earned per pay period - Accrued sick leave can be carried over each calendar year									
Holiday	- 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.	- No carry-over provision to the next calendar year - Consult the Significant Date Calendar and the Holiday Leave Policy for more information									
Other	Other types of leave are granted subject to employee eligibility and policy provisions. Please consult the policies below for more details: <table> <tr> <td>Accident Leave Policy</td><td>Administrative Leave</td><td>Community Service Policy</td></tr> <tr> <td>Exam & Interview Leave Policy</td><td>Family & Medical Leave Policy</td><td>Jury Service Policy</td></tr> <tr> <td>Legal Action Leave Policy</td><td>Military Leave Policy</td><td>Parental Leave Policy</td></tr> </table>		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
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									

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.

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