

| Leave Type           | Eligibility for Leave   | How Leave is Earned and Carry-Over Provision  |
|----------------------|---|---|
| Sick and Safe Leave  | <ul style="list-style-type: none"> <li>Earn up to 12.5 days per year</li> <li>Lecturers, 50% or more FTE, earn pro-rated leave based upon percentage employed.</li> <li>Consult the <a href="#">Faculty Sick and Safe Leave Policy</a></li> </ul>   | <ul style="list-style-type: none"> <li>4.762 hours earned per pay period</li> <li>Accrued sick leave can be carried over each calendar year</li> </ul>                                  |
| Collegial Sick Leave | <ul style="list-style-type: none"> <li>May be approved for up to 25 work days in a fiscal year covered by a colleague on a voluntary basis.</li> <li>Consult the <a href="#">Faculty Sick and Safe Leave Policy</a></li> </ul>  | Collegial sick leave is not earned. It is granted, subject to approval from the department.   |
| Holiday              | <ul style="list-style-type: none"> <li>Earn up to 9 days per year - New Year's Day, Martin Luther King Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day, the Friday after Thanksgiving Day, and Christmas Day</li> <li>Lecturers, 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> for more information</li> </ul> |
| Other                | <p>Other types of leave are granted subject to lecturer eligibility and policy provisions. Please consult the policies below for more details:</p> <p><a href="#">Community Service Policy</a></p> <p><a href="#">Family and Medical Leave Policy</a></p> <p><a href="#">Jury Service Policy</a></p> <p><a href="#">Parental Leave Policy</a></p> |   |

This document is intended as a summary of leave available to lecturers. If there is a discrepancy between this summary and the applicable policy, the policy will govern.

