

Leave Type	Eligibility for Leave	How Leave is Earned and Carry-Over Provision									
Annual	<ul style="list-style-type: none"> <li>▪ Earn up to 22 days per year</li> <li>▪ 21+ years of service: earn 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>	<ul style="list-style-type: none"> <li>▪ 6.77 hours earned per pay period</li> <li>▪ 21+ years of service: 7.69 hours earned per pay period</li> <li>▪ A maximum of 60 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 (4 days in a leap 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> <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 exempt staff. If there is a discrepancy between this summary and the applicable policy, the policy will govern. Update Nov. 2024.

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Monday – Friday 8:00 am – 5:00 pm

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