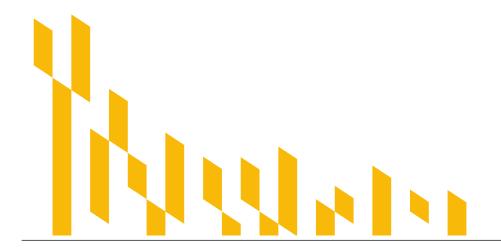


| Leave Type | Eligibility for Leave | How Leave is Earned and Carry-Over Provision |
|-------------------------|--|--|
| Sick and Safe Leave | Earn up to 12.5 days per year Lecturers, 50% or more FTE, earn pro-rated leave based upon percentage employed. Consult the Faculty Sick and Safe Leave Policy | 4.762 hours earned per pay period Accrued sick leave can be carried over each calendar year |
| Collegial Sick Leave | May be approved for up to 25 work days in a fiscal year covered by a colleague on a voluntary basis. Consult the Faculty Sick and Safe Leave Policy | Collegial sick leave is not earned. It is granted, subject to approval from the department. |
| Holiday | 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 Lecturers, 50% or more FTE, earn pro-rated leave based upon percentage employed. | No carry-over provision to the next calendar year Consult the <u>Significant Date Calendar</u> for more information |
| Other | Other types of leave are granted subject to lecturer eligibility and policy provisions. Please consult the policies below for more details: Community Service Policy Family and Medical Leave Policy Jury Service Policy Parental Leave Policy | |

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.



Office of Human Resources

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