

Leave Type	Eligibility for Leave	How Leave is Earned
Annual	<ul style="list-style-type: none"> <li>▪ Earn up to 6 days per year</li> <li>▪ Part-time staff, 50% or more FTE, earn leave based on the number of hours worked each pay period</li> <li>▪ Consult the <u>Contingent Status Employment Policy</u></li> </ul>	<ul style="list-style-type: none"> <li>▪ .023077 hours earned, per hour worked each pay period</li> <li>▪ Part-time staff, 50% or more FTE, earn leave using the same accrual rate based on the number of hours worked each pay period</li> </ul>
Sick and Safe Leave	<ul style="list-style-type: none"> <li>▪ Earn up to 3 days per year</li> <li>▪ Part-time staff, 50% or more FTE, earn leave based on the number of hours worked each pay period</li> <li>▪ Consult the <u>Contingent Status Employment Policy</u></li> </ul>	<ul style="list-style-type: none"> <li>▪ .011539 hours earned, per hour worked each pay period</li> <li>▪ Part-time staff, 50% or more FTE, earn leave using the same accrual rate based on the number of hours worked each pay period</li> </ul>
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>▪ Part-time staff, 50% or more FTE, earn pro-rated leave based upon percentage employed</li> </ul>	<ul style="list-style-type: none"> <li>▪ Consult the <u>Significant Date Calendar</u> and the <u>Contingent Status Employment Policy</u> 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> <p><u>Community Service Policy</u></p> <p><u>Family &amp; Medical Leave Policy</u></p> <p><u>Jury Service Policy</u></p>	

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