



**TOWSON UNIVERSITY LEAVE**  
**ALPHABETICAL QUICK REFERENCE GUIDE**



LEAVE	EARNINGS	USE	CARRY OVER	SEPARATION/ TRANSFER	WEB SITE
Accident Code - ACUSE	NA, But May Use For Accidental Injury At Work (This Is An Approved Leave Payable At 2/3 Of Regular Pay, Tax Free)	May Use Up To 1 Year After Accidental Injury	NA	NA	<a href="http://www.usmh.usmd.edu/Leadership/BoardOfRegents/Bylaws/SectionVII/VII740.html">http://www.usmh.usmd.edu/Leadership/BoardOfRegents/Bylaws/SectionVII/VII740.html</a>
Administrative Code - ADMU	NA	Approval By President Or Designee	NA	NA	<a href="http://www.usmh.usmd.edu/Leadership/BoardOfRegents/Bylaws/SectionVII/VII720.html">http://www.usmh.usmd.edu/Leadership/BoardOfRegents/Bylaws/SectionVII/VII720.html</a>
Annual - (Exempt) Enter Hours Only	0 – 20 Yrs – 22 Days Per 12 Months 21 + Yrs – 25 Days Per 12 Months	Immediately	Max of 50 Days Each “Calendar Year”	Payment For Entire Balance At Separation Total Balance Transfers To Another USM Institution	<a href="http://www.usmh.usmd.edu/pex/VII701.html">http://www.usmh.usmd.edu/pex/VII701.html</a>
Annual – (Non Exempt) Enter Hours Only	0-5 Yrs – 10 Days Per 12 Months 6 – 10 Yrs – 15 Days Per 12 Months 11 – 20 Yrs – 20 Days Per 12 Months 21+ Yrs – 25 Days Per 12 Months	After 6 Months	Max of 50 Days Each “Calendar Year”	Payment For Entire Balance At Separation Total Balance Transfers To Another USM Institution	<a href="http://www.usmh.usmd.edu/Leadership/BoardOfRegents/Bylaws/SectionVII/VII700.html">http://www.usmh.usmd.edu/Leadership/BoardOfRegents/Bylaws/SectionVII/VII700.html</a>
Annual Advanced Code - ALADV	May Be Advanced Up To 5 Days By Department Head	After 6 Months	NA	NA	<a href="http://www.usmh.usmd.edu/Leadership/BoardOfRegents/Bylaws/SectionVII/VII700.html">http://www.usmh.usmd.edu/Leadership/BoardOfRegents/Bylaws/SectionVII/VII700.html</a>

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Compensatory Code - CMPUS (Non Exempt Only)	Time And A Half For Hours Over 40 In A Pay Week	No Limit But Must Receive Payment If Not Used Within 12 Months	NA	Payment For Entire Balance At Separation Or Transfer To Another USM Institution	NA
Family & Medical Law Code - FMLA	NA, But May Use For Personal Or Family Illness, Birth, Adoption	May Use Up To 60 Days In A Calendar Year	NA	NA	<a href="http://www.usmh.usmd.edu/Leadership/BoardOfRegents/Bylaws/SectionVII/VII750.html">http://www.usmh.usmd.edu/Leadership/BoardOfRegents/Bylaws/SectionVII/VII750.html</a>
Hemopherisis Donation Code - HEMU	NA, But May Use For Blood Platelet Donation	May Use Up To 4 Hours Per Visit Limited To 2 Visits In 12 Months	NA	NA	NA
Holiday - Enter Hours Only	14 Or 15 Each Year	8 As They Occur 3 Or 4 Floating 3 Admin/University	Must Use In "Calendar Year"		(Non Exempt) - <a href="http://www.usmh.usmd.edu/Leadership/BoardOfRegents/Bylaws/SectionVII/VII710.html">http://www.usmh.usmd.edu/Leadership/BoardOfRegents/Bylaws/SectionVII/VII710.html</a> (Exempt )- <a href="http://www.usmh.usmd.edu/ppex/VII710.html">www.usmh.usmd.edu/ppex/VII710.html</a>
Jury Duty Code - JDUSE	NA, But May Use For Jury Duty	Time Allowed By Documentation	NA	NA	<a href="http://www.usmh.usmd.edu/Leadership/BoardOfRegents/Bylaws/SectionVII/VII721.html">http://www.usmh.usmd.edu/Leadership/BoardOfRegents/Bylaws/SectionVII/VII721.html</a>
Leave Of Absence Without Pay (LAW) Code - LWOPU	NA, But May Use For Illness, Personal, Military	Time Allowed By Documentation	NA	NA	<a href="http://www.usmh.usmd.edu/Leadership/BoardOfRegents/Bylaws/SectionVII/VII712.html">http://www.usmh.usmd.edu/Leadership/BoardOfRegents/Bylaws/SectionVII/VII712.html</a>

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Legal Action Code - LEGLU	NA, But May Use For Legal Actions When Not Involved In Action	Time Allowed By Documentation	NA	NA	<a href="http://www.usmh.usmd.edu/Leadership/BoardOfRegents/Bylaws/SectionVII/VII722.html">http://www.usmh.usmd.edu/Leadership/BoardOfRegents/Bylaws/SectionVII/VII722.html</a>
Military Code - MLTRY	NA	May Use Up To 15 Days Each Year For Training	NA	NA	NA
Personal Code - PLUSE	3 Days At Start of "Calendar Year"	May Use For Personal Reasons	Must Use In "Calendar Year"	No Payment At Separation Balance Does Not Transfer To Another USM Institution	(Non Exempt) - <a href="http://www.usmh.usmd.edu/Leadership/BoardOfRegents/Bylaws/SectionVII/VII710.html">http://www.usmh.usmd.edu/Leadership/BoardOfRegents/Bylaws/SectionVII/VII710.html</a> (Exempt) - <a href="http://www.usmh.usmd.edu/ppex/VII710.html">http://www.usmh.usmd.edu/ppex/VII710.html</a>
Sick Adoption/Birth Code - SLADP	Included In 15 Sick Days	May Use Up To 30 Days After Event	Included In Sick Days	Included In Sick Days	<a href="http://www.usmh.usmd.edu/Leadership/BoardOfRegents/Bylaws/SectionVII/VII745.html">http://www.usmh.usmd.edu/Leadership/BoardOfRegents/Bylaws/SectionVII/VII745.html</a> (Section II.E.6)
Sick Advanced Code - SLADV	NA, But Allowed 15 Days For Each Year Of Service	May Use Up To A Maximum Of 60 Days Based On Documentation	NA	Balance Paid Back At Separation Advanced Balance Transfers To Another USM Institution	<a href="http://www.usmh.usmd.edu/Leadership/BoardOfRegents/Bylaws/SectionVII/VII745.html">http://www.usmh.usmd.edu/Leadership/BoardOfRegents/Bylaws/SectionVII/VII745.html</a> (Section V.)
Sick Bereavement Code - SLBER	Included In 15 Sick Days	May Use Up To 5 Days Based On Situation And Relation	Included In Sick Days	Included In Sick Days	<a href="http://www.usmh.usmd.edu/Leadership/BoardOfRegents/Bylaws/SectionVII/VII745.html">http://www.usmh.usmd.edu/Leadership/BoardOfRegents/Bylaws/SectionVII/VII745.html</a> (Section II.E.4.)

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Sick Extended Code - SLEXT	NA, But Must Have 5 Years Of Service	May Use Up To 12 Months For Entire USM Employment	NA	No Payment At Separation Extended Balance Transfers To Another USM Institution	<a href="http://www.usmh.usmd.edu/Leadership/BoardOfRegents/Bylaws/SectionVII/VII745.html">http://www.usmh.usmd.edu/Leadership/BoardOfRegents/Bylaws/SectionVII/VII745.html</a> (Section VI.)
Sick Immediate Family Code - SLFAM	Included In 15 Sick Days	May Use Up To 15 Days In A Calendar Year	Included In Sick Days	Included In Sick Days	<a href="http://www.usmh.usmd.edu/Leadership/BoardOfRegents/Bylaws/SectionVII/VII745.html">http://www.usmh.usmd.edu/Leadership/BoardOfRegents/Bylaws/SectionVII/VII745.html</a> (Section II.E.3.)
Sick Personal Illness Code - SLUSE	15 Days Per 12 Months	Unlimited Based On Documentation	Unlimited	No Payment At Separation Total Balance Transfers To Another USM Institution	<a href="http://www.usmh.usmd.edu/Leadership/BoardOfRegents/Bylaws/SectionVII/VII745.html">http://www.usmh.usmd.edu/Leadership/BoardOfRegents/Bylaws/SectionVII/VII745.html</a> (Section II.)
Sick USM Reserve Fund Code - SLRES	NA, But Requires 1 Year Of Service	May Use 1 Day For Each Month Of Service	NA	No Payment At Separation Reserve Fund Balance Transfers To Another USM Institution	<a href="http://www.usmh.usmd.edu/Leadership/BoardOfRegents/Bylaws/SectionVII/VII711.html">http://www.usmh.usmd.edu/Leadership/BoardOfRegents/Bylaws/SectionVII/VII711.html</a>
Suspension With Pay Code - SUSNO	NA	Determined By Management	NA	NA	NA
Suspension Without Pay Code - SUSPY	NA	Determined By Management	NA	NA	NA
USM Exam/Interview Code - INTRV	NA	May Use Up To 4 Hours Per Event	NA	NA	NA
NOTE: Above only represents basic information about policies. Policies are subject to change. Review web site or call 410-704-2162 for details. 03/12/04					