

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>▪ Contingent Teaching Professors, 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>▪ Contingent Teaching Professors, 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> <a href="#">Jury Service Policy</a></p> <p><a href="#">Parental Leave Policy</a></p> <p><a href="#">Parental Bereavement Leave Policy</a></p> <p><a href="#">Organ Donation Leave Policy</a></p>	

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

