<table>
<thead>
<tr>
<th>Leave Type</th>
<th>Eligibility for Leave</th>
<th>How Leave is Earned</th>
</tr>
</thead>
</table>
| Annual            | ▪ Earn up to 6 days per year                                                          | ▪ .023077 hours earned, per hour worked each pay period  
▪ Part-time staff, 50% or more FTE, earn leave based on the number of hours worked each pay period  
▪ Consult the Contingent Status Employment Policy  
▪ Part-time staff, 50% or more FTE, earn leave using the same accrual rate based on the number of hours worked each pay period |
| Sick and Safe Leave | ▪ Earn up to 3 days per year                                                          | ▪ .011539 hours earned, per hour worked each pay period  
▪ Part-time staff, 50% or more FTE, earn leave based on the number of hours worked each pay period  
▪ Consult the Contingent Status Employment Policy  
▪ Part-time staff, 50% or more FTE, earn leave using the same accrual rate based on the number of hours worked each pay period |
| Holiday           | ▪ Earn up to 8 days per year - New Year’s Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Friday after Thanksgiving Day, and Christmas Day  
▪ Part-time staff, 50% or more FTE, earn pro-rated leave based upon percentage employed | ▪ Consult the Significant Date Calendar and the Contingent Status Employment Policy for more information |
| Other             | Other types of leave are granted subject to employee eligibility and policy provisions. Please consult the policies below for more details:  
Community Service Policy  
Family & Medical Leave Policy  
Jury Service Policy | 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.