<table>
<thead>
<tr>
<th>Leave Type</th>
<th>Eligibility for Leave</th>
<th>How Leave is Earned and Carry-Over Provision</th>
</tr>
</thead>
</table>
| **Annual**          | **Year of Employment/Days Earned**  
• Year 1: up to 11 days per year  
• Year 2: up to 12 days per year  
• Year 3: up to 13 days per year  
• Year 4: up to 14 days per year  
• Years 5 thru 10: up to 15 days per year  
• Years 11 thru 20: up to 20 days per year  
• Years 21+: up to 25 days per year  
• Regular part-time employees, 50% or more FTE, earn pro-rated leave based upon percentage employed.  
• Consult the Annual Leave Policy | **Year of Employment/Accrual Rate**  
• Year 1: 3.38 hours earned per pay period  
• Year 2: 3.69 hours earned per pay period  
• Year 3: 4.00 hours earned per pay period  
• Year 4: 4.31 hours earned per pay period  
• Years 5 thru 10: 4.62 hours earned per pay period  
• Years 11 thru 20: 6.15 hours earned per pay period  
• Years 21+: 7.69 hours earned per pay period  
• A maximum of 50 days of accrued leave can be carried into a new calendar year (this amount is pro-rated for regular part-time staff, 50% or more FTE.) |
| **Personal**        | • Earn up to 3 days per year  
• Regular part-time employees, 50% or more FTE, earn pro-rated leave based upon percentage employed.  
• Consult the Personal Leave Policy                                                                                                                      | Dependent upon date of hire in first calendar year of employment:  
• Hired: pay periods 1-8, (typically Jan.-April) 3 days granted  
• Hired: pay periods 9-16, (typically May-Aug.) 2 days granted  
• Hired: pay periods 17-end of year, (typically Sept.-Dec.), 1 day granted  
• No carry-over provision to the next calendar year                                                                 |
### Holiday
- Earn up to 14 days per year (includes up to 3 floating holidays, 4 floating holidays in an election year)
- Regular part-time employees, 50% or more FTE, earn pro-rated leave based upon percentage employed.
- No carry-over provision to the next calendar year
- Consult the Significant Date Calendar and the Holiday Leave 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:
- [Accident Leave Policy](#)
- [Administrative Leave](#)
- [Community Service Policy](#)
- [Exam & Interview Leave Policy](#)
- [Family & Medical Leave Policy](#)
- [Jury Service Policy](#)
- [Legal Action Leave Policy](#)
- [Military Leave Policy](#)
- [Parental Leave Policy](#)

This document is intended as a summary of leave available to regular full-time and regular part-time non-exempt staff. If there is a discrepancy between this summary and the applicable policy, the policy will govern.