

Leave Type	Eligibility for Leave	How Leave is Earned and Carry-Over Provision
Sick and Safe Leave	<ul style="list-style-type: none"> ▪ Earn up to 12.5 days per year ▪ Regular part-time faculty, 50% or more FTE, earn pro-rated leave based upon percentage employed. ▪ Consult the Faculty Sick and Safe Leave Policy 	<ul style="list-style-type: none"> ▪ 4.762 hours earned per pay period ▪ Accrued sick leave can be carried over each calendar year
Collegial Sick Leave	<ul style="list-style-type: none"> ▪ May be approved for up to 25 work days in a fiscal year covered by a colleague on a voluntary basis. ▪ Consult the Faculty Sick and Safe Leave Policy 	Collegial sick leave is not earned. It is granted, subject to approval from the department.
Holiday	<ul style="list-style-type: none"> ▪ 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 ▪ Regular part-time faculty, 50% or more FTE, earn pro-rated leave based upon percentage employed. 	<ul style="list-style-type: none"> ▪ No carry-over provision to the next calendar year ▪ Consult the Significant Date Calendar for more information
Other	<p>Other types of leave are granted subject to faculty eligibility and policy provisions. Please consult the policies below for more details:</p> <p>Accident Leave Policy</p> <p>Community Service Policy</p> <p>Family and Medical Leave Policy</p> <p>Jury Service Policy</p> <p>Parental Leave Policy</p> <p>Parental Bereavement Leave Policy</p> <p>Organ Donation Leave Policy</p>	

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