

Winter Break 2025

Regular 10-Month Faculty

Towson University will be closed for **Winter Break from December 22, 2025, through January 2, 2026**. Please use the following time sheet guidance to complete your time sheet.

Time Sheet Guidance for Winter Break

December 22, 2025 – January 2, 2026

Dec 22 *Manually record* leave code **ADMU** (not ADHLF)

Dec 23 *Manually record* leave code **ADMU** (not ADHLF)

Dec 24 Leave Code **ADHLF** is pre-loaded — do **not** remove

Dec 25 Leave Code **ADHLF** is pre-loaded — do **not** remove

Dec 26 Leave Code **ADHLF** is pre-loaded — do **not** remove

Dec 29 *Manually record* leave code **ADHLF** (winter break)

Dec 30 *Manually record* leave code **ADHLF** (winter break)

Dec 31 *Manually record* leave code **ADHLF** (winter break)

Jan 1 Leave Code **ADHLF** is pre-loaded — do **not** remove

Jan 2 Leave Code **ADHLF** is pre-loaded - do **not** remove

Time Sheet Deadline

Time sheets for the pay period ending 12/23/25 are due **Friday, December 19, 2025**.

Need Help?

- Questions about completing your time sheet: finservehelp@towson.edu
- Questions about your available leave: leavebenefits@towson.edu