

Winter Break 2025

Contingent II Exempt Staff

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.

Holiday Leave Reminders

- **Contingent Staff earn State Holidays Only.**
 - Holiday leave is earned based on your **FTE**, *not* your work schedule.
 - Full-time staff earn **8 hours** of holiday leave for each observed holiday.
 - Less-than-full-time staff earn **pro-rated** holiday leave based on their FTE.
 - Staff on alternate schedules (e.g., 10-hour shifts) will record **8 hours of holiday leave** and must supplement the remaining hours with other earned/available leave.
 - Staff **not normally scheduled** to work on an observed holiday should leave that date **blank**; the holiday leave hours will be **earned or banked** and must be recorded on a future date **no later than January 6, 2026**, to avoid forfeiture.
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Time Sheet Guidance for Winter Break

December 22, 2025 – January 2, 2026

Dec 22 – record leave code **ADMCE** (if required to work, record **REG** worked hours)

Dec 23 – record leave code **ADMCE** (if required to work, record **REG** worked hours)

Dec 24 – **University Holiday – Not Eligible for Holiday Leave.** Record available annual leave (**ALCTE**) or leave the day blank.

Dec 25 – record leave code **HLCTE**

Dec 26 – **University Holiday – Not Eligible for Holiday Leave.** Record available annual leave (**ALCTE**) or leave the day blank

Dec 29 – record available annual leave (**ALCTE**) or leave the day blank

Dec 30 – record available annual leave (**ALCTE**) or leave the day blank

Dec 31 - record available annual leave (**ALCTE**) or leave the day blank

Jan 1 – record leave code **HLCTE**

Jan 2 - University Holiday – Not Eligible for Holiday Leave. Record available annual leave (ALCTE) or leave the day blank.

Time Sheet Deadline

Time sheets for the pay period ending 12/26/25 are due **Friday, 12/19/25!**

Need Help?

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