

# Winter Break 2025

## Contingent Lecturers

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.

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### Time Sheet Guidance for Winter Break

**December 22, 2025 – January 2, 2026**

There is no administrative or holiday leave code for Contingent Lecturers – you will record **REG** hours for each day of Winter Break and make the following notations in the comment section on the time sheet.

**Dec 22 & 23** – notate “ADMU” in the comments section

**Dec 24 – Jan 2** – notate “ADHLF” in the comment section

ADMU = administrative leave

ADHLF = administrative holiday leave faculty

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### Time Sheet Deadline

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

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### Need Help?

- Questions about completing your time sheet: [finservehelp@towson.edu](mailto:finservehelp@towson.edu)
- Questions about your available leave: [leavebenefits@towson.edu](mailto:leavebenefits@towson.edu)