

# Winter Break 2025

## Regular Non-Exempt Staff (RNF)

(This guidance is for facility management 24/7 essential 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

- **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 remove the holiday leave code and 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** *Manually record* leave code **ADMU** (if required to work, record **REG** worked hours)

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

**Check your available Holiday Leave Balance!** If you do not have enough earned holiday leave in balance to cover the following dates you will need to use other available leave, such as annual leave.

**Dec 24** *Manually record* leave code **HLUSE**, or other available leave (if required to work, record **REG** worked hours)

**Dec 25** *Manually record* leave code **HLUSE**, or other available leave (if required to work, record **REG** worked hours)

**Dec 26** *Manually record* leave code **HLUSE**, or other available leave (if required to work, record **REG** worked hours)

**Dec 29** *Manually record* leave code **HLUSE**, or other available leave (if required to work, record **REG** worked hours)

**Dec 30** *Manually record* leave code **HLUSE**, or other available leave (if required to work, record **REG** worked hours)

**Dec 31** *Manually record* leave code **HLUSE**, or other available leave (if required to work, record **REG** worked hours)

**You will earn 2 Holiday's (16 hours) as of January 1, 2026**

**Jan 1** *Manually record* leave code **HLUSE** (if required to work, record **REG** worked hours)

**Jan 2** *Manually record* leave code **HLUSE** (if required to work, record **REG** worked hours)

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## Time Sheet Deadline

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

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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)