

Winter Break 2025

Regular Non-Exempt Staff

(This guidance is for non-facility management 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.

Time Sheet Guidance for Winter Break

December 22–26, 2025 & January 1–2, 2026

Dec 22 *Manually record* leave code **ADMU** (if required to work, record REG hours)

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

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

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

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

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

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

December 29–31, 2025 – Winter Break (Floating Holidays)

Floating holiday hours are typically used for these days.

If you did **not** earn all three floating holidays due to your hire date, or if you have already used some or all floating holiday hours, you must use **other earned and available leave** (such as annual leave).

Dec 29 *Manually record* leave code **HLUSE** (1st floating holiday)

Dec 30 *Manually record* leave code **HLUSE** (2nd floating holiday)

Dec 31 *Manually record* leave code **HLUSE** (3rd floating holiday)

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