

January 30, 2004

**MEMORANDUM**

TO: Deans, Department Heads, & Directors

FROM: Valerie A. Bell, Director  
Human Resources Department

SUBJECT: Contingent II Leave Benefits

The Time and Leave Tracking module in PeopleSoft will be used to store and maintain time and leave for all UMBC Regular and Contingent II employees (faculty and staff). While reviewing the leave benefits for each eligible employee type, it was acknowledged that current business practices allow various leave benefits to be offered to Contingent II employees.

According to VII-1.40 of the Board of Regents Policy (USM Policy on Contingent Status Employment for Nonexempt and Exempt Staff Employees), the minimum leave benefits required to be provided for all Contingent II employees on an annual basis are:

“Contingent Category II employees are eligible for paid leave, which includes five (5) days of annual leave; the following eight (8) holidays: New Year’s Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Friday after Thanksgiving Day, and Christmas Day; three (3) days of sick leave (sick leave is defined as leave available to the employee when the employee is sick or is needed to care for the employee’s sick spouse, child or legal dependent; and it only may be used in accordance with institutional policies that govern use of sick leave for Regular Status employees); and leave for jury duty as called to serve. Additionally, individual contracts shall address whether leave that is not used by the end of the contract term can be carried over to another contract; whether the institution shall pay the employee for it, with the exclusion of sick leave; or whether it is forfeited.”

In order to keep in accordance with the Board of Regents Policy, the UMBC business practice for Contingent II leave benefits should be limited to one of the options below:

1. Grant only the minimum leave benefits as mentioned in the Board of Regents Policy; or
2. Grant the same leave entitlement that a regular employee in the same classification (Exempt or Nonexempt) with the same years of service would receive.

Therefore, when hiring a Contingent II employee or amending Personal Services Contracts, please use the above-outlined criteria for the purposes of leave benefits. If you have any questions, please contact me at [vbell@umbc.edu](mailto:vbell@umbc.edu) or ext. 5-3142 or Sherrell McNamara at [mcnamara@umbc.edu](mailto:mcnamara@umbc.edu) or ext. 5-3636.

cc: President  
Vice President  
Payroll Preparers