

**POLICY ON GRANTING LIMITED  
BENEFITS TO CONTRACTUAL EMPLOYEES**

**I. Purpose and Applicability.** To establish a policy for granting contractual employees certain leave benefits at Morgan State University.

**II. General.**

- \_\_\_\_\_ A. Contractual employees at Morgan State University shall be eligible for certain benefits to include compensation for eight (8) holidays, six (6) days of annual leave and three (3) days of leave which can be used for either personal reasons or for illness. Benefits for part-time employees shall be earned at a rate of 50% of full-time contractual employees. Contractual employees whose contracts are funded by external sources (e.g., grants) may be eligible for greater benefits.
- B. Leave benefits shall not be carried over from one contract period to another.
- C. Contractual employees are not eligible to receive credit from Morgan State University for leave earned by the employee another Maryland state agency.

**III. Terms Defined.** The following terms have the meaning indicated:

- A. "Contractual employee" means a person who under a written agreement provides personal services to the University for remuneration, for a specific period of time and is not employed in a budgeted position. Faculty, students, consultants, and independent contractors are excluded from this definition.
- B. "Full-time" means a person who has a University employment contract for a term of six (6) months or more in duration, and that contract provides for a 40 hour or more work week.
- C. "Part-time" means a person who has a University employment contract for a term of six (6) months or more in duration, and that contract provides for less than 40 hours but more than 20 hours per week.
- D. "Student" means a person who matriculates full-time at Morgan State University and who has a part-time contract.

#### **IV. Holiday Leave.**

- A. Rates of Earning Holiday Leave. Holiday leave will be earned based on the date of employment. Contractual employees must have been employed on or prior to the date the holiday leave was earned in order to use the leave on that date. The holidays to be observed and the dates of their observances shall be determined by the President or designee.
1. Full-time contractual employees are eligible to receive compensation for a maximum of eight (8) holidays per annum.
  2. Part-time contractual employees are eligible to receive compensation at a rate of four (4) hours per day earned for a maximum of eight (8) holidays per annum.
- B. Unused Holidays. Contractual employees shall be afforded an opportunity to use all holiday leave which they have earned. A contractual employee who is required to work on a scheduled holiday, may request to use the earned holiday leave on an alternative date prior to the termination of their contract term. The holiday leave request may be granted by the supervisor unless the supervisor determines that the day off will unduly interfere with the conduct of University business. Unused holidays shall be forfeited upon the employee's separation from University service. Contractual employees shall not receive a cash payment for working a holiday.

#### **V. Annual Leave.**

- A. Rates of Earning Annual Leave.
1. Full-time contractual employees are eligible to receive the following compensation:
    - a. Per Annum - 6 days (48 hours) of annual leave.
    - b. Accrual Rate - .5 days per month commencing on the date of employment.
  2. Part-time contractual employees are eligible to receive the following compensation:
    - a. Per Annum - 3 days (24 hours) of annual leave.
    - b. Accrual Rate - .25 days per month commencing on the date of employment
- B. Availability. Leave must be approved in advance by the supervisor or designee in accordance with guidelines established by the supervisor.

- C. Unused Annual Leave. All unused annual leave shall be forfeited upon the employee's separation from University service.

**VI. Personal/ Sick Leave.**

- A. Rates of Earning Personal/Sick Leave.

- 1. Full-time contractual employees are eligible to receive the following compensation:
  - a. Per Annum - 3 days (24 hours) of personal/sick leave.
  - b. Accrual Rate - 2 hours per month multiplied by the number of months in the contract term.
- 2. Part-time contractual employees are eligible to receive the following compensation:
  - a. Per Annum - 1.5 days (12 hours) of personal/sick leave.
  - b. Accrual Rate - 1 hour per month multiplied by the number of months in the contract term.

- B. Availability. Personal leave must be approved in accordance with guidelines established by the supervisor.

- C. Unused Personal/Sick Leave. Any unused personal/sick leave shall be forfeited upon the employee's separation from the University service.

- VII. Effective Date.** The holiday leave component of this policy becomes effective on **February 16, 2000**. The annual and personal/sick leave component will become effective **July 1, 2000**. The President will develop and adopt personnel procedures consistent with this policy.