

ADDENDUM TO PERSONAL SERVICES CONTRACT
Minimum Leave Benefits

This contract between the University of Maryland, Baltimore County (UMBC) and _____ dated _____, provides the following leave benefits:

- a. 5 days of annual leave to be taken within the contract period at mutually convenient times. Annual leave will be earned at the rate of _____ hours and _____ minutes for each 80 hours worked. Upon expiration of the contract, the employee shall be paid for any unused accrued annual leave. Unused leave may/ may not be carried forward to any other contract.

- b. 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 may only be earned hour for hour for holidays on which the employee is scheduled to work. Upon termination of the contract, the employee shall be paid for any unused holiday leave.

- c. 3 days of sick leave will be earned at a rate of _____ hours and _____ minutes for each 80 hours worked. Upon expiration of the contract, there will be no additional payment for unused sick leave, nor will unused sick leave be carried forward to any other contract.

- d. Administrative leave will be granted to this employee the same as for regular employees whenever UMBC is closed for inclement weather conditions or other paid administrative leave.

Employee Signature	Date
Immediate Supervisor Signature	Date
Department Head/Chairperson Signature	Date
Director, Department of Human Resources Signature	Date