

ADDENDUM TO PERSONAL SERVICES CONTRACT

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

- a. _____ 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. 14 paid holidays (15 in election year) may only be earned hour for hour for holidays on which the employee is scheduled to work (see published schedule). Upon termination of the contract, the employee shall be paid for any unused holiday leave.
- c. _____ 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. _____ days of personal leave will be awarded beginning _____, to be utilized before the end of the contract period.
- e. 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