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POLICY

Leaves of Absence

LAST REVISED ON 06/01/2025

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Rationale/Purpose of the Policy

The University of Rochester provides two types of unpaid Leaves of Absence for qualified employees to address the need for time off of work for circumstances not covered by other University leave plans. This includes the Short-Term Leave of Absence which offers unpaid time off for up to 30 work days (not to exceed six weeks) in a calendar year and the University Leave of Absence which offers unpaid leave for up to 12 months.

Definitions

- **Short Term Leave of Absence**: Regular full-time and part-time employees **may** be granted **one unpaid** Short-Term Leave **for up to 30 work**

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Rochester, NY 14627

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