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**LEAVES OF ABSENCE**

**POLICY**

## **Leaves of Absence**

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**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**

## ABOUT THIS POLICY

### Policy Applies To

Faculty, Hourly Staff,  
Postdocs, Salaried, Staff,  
STRONG Staffing

### Policy Number

357

### Policy Group

Human Resources

### Issuing Authority

Human Resources

### Responsible Officer

Kathy Miner

### Contact Information

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(mailto:  
[kathy.miner@rochester.edu](mailto:kathy.miner@rochester.edu))

## ADDITIONAL RESOURCES

### MyURHR guides and training link

[\(https://www.rochester.edu/human-resources/professional-success/myurhr/training/\)](https://www.rochester.edu/human-resources/professional-success/myurhr/training/)

### Human Resources: Leave and Disability

[\(https://www.rochester.edu/human-resources/benefits/leave-disability/\)](https://www.rochester.edu/human-resources/benefits/leave-disability/)

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