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LEAVES OF ABSENCE

**POLICY** 

## Leaves of Absence

**LAST** 

**REVISED** 

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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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kathy.miner@rochester.edu)

ADDITIONAL RESOURCES

**MyURHR** guides and

training link

(https://www.rochester.ed

<u>u/human-resources/</u>

professional-success/

myurhr/training/)

<u>Human Resources: Leave</u>

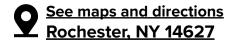
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