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VACATION

POLICY

Vacation

LAST

REVISED

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ON 12/

2024

This policy applies to: Regular full-time and part-time staff working in New York State.

Faculty, departmental fellows, ACGME residents and fellows and postdoctoral appointees are eligible for vacation in accordance with the terms of their appointment.

Individuals represented by collective bargaining agreements receive benefits in accordance with those agreements.

Employees working outside of New York State will receive vacation benefits in accordance with the laws of the state where they work.

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ABOUT THIS POLICY

Policy Number

345

Issuing Authority

Human Resources

Responsible Officer

Kathy Miner

Contact Information

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(mailto:kathy.miner@rochester.edu)

ADDITIONAL RESOURCES

MyURHR guides and training link

(<https://www.rochester.edu/human-resources/professional-success/myurhr/training/>)

Human Resources:

Vacation Time

(<https://www.rochester.edu/human-resources/benefits/vacation/>)

View Leave Administration contact information

(<https://www.rochester.edu/human-resources/contacts/get-help/vacation-leave-assistance/>)

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