1. **Policy Statement**
The policy covers Rutgers University employees who are employed within legacy UMDNJ positions.

2. **Reason for the Policy**
To set policy regarding the vacating of University premises by legacy UMDNJ staff only (non-faculty).

3. **Who Should Read This Policy**
All Rutgers employees who are employed in legacy UMDNJ positions.

4. **Related Documents**
N/A

5. **Contacts**
University Human Resources: 848-932-3020

6. **The Policy**

60.9.19 VACATING PREMISES

1. Staff members are required to leave University premises (owned or leased) promptly at the completion of their regular work hours or assigned University duties unless directed by a supervisor to do otherwise. This is necessary to ensure compliance with the Fair Labor Standards Act (F.L.S.A.) for non-exempt staff, and to avoid the disruption of work of other staff members and faculty, or activities of the University.

2. If staff members visit University premises during off-duty hours, such visits must be related to University business.

3. Failure to comply with this policy shall result in disciplinary action, up to and including termination.