

RUTGERS POLICY

Section: 60.9.30

Section Title: Legacy UMDNJ policies associated with Human Resources

Policy Name: Leave of Absence – Personal and Academic

Formerly Book: 30-01-40-40:15

Approval Authority: Senior Vice President for Administration

Responsible Executive: Senior Vice President for Administration

Responsible Office: University Human Resources

Originally Issued: 7/1/1990

Revisions: 9/30/2009; 7/1/2013; 10/10/2013 (Updated title)

Errors or changes? Contact: policies@hr.rutgers.edu

1. **Policy Statement**
The policy covers Rutgers University employees who are employed within legacy UMDNJ positions.
2. **Reason for the Policy**
To set policy defining Personal and Academic leaves of absence for staff employees (non-faculty) in legacy UMDNJ positions and to determine eligibility, duration and reasons for granting such leaves of absence. This policy also addresses the treatment of time accrual benefits, paid insurance benefits and pension while on personal or academic leaves of absence.
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**

60.9.30 LEAVE OF ABSENCE – PERSONAL AND ACADEMIC

I. REFERENCES:

Holiday Policy #60.9.12

II. DEFINITIONS:

A. *Personal Leave of Absence* - An approved unpaid absence from work for personal reasons.

- B. *Academic Leave of Absence* - An approved unpaid absence from work to pursue a field of study at an accredited college, university or other educational institution.

III. POLICY:

A. Personal Leave:

Regular full or part-time employees who work twenty (20) hours or more per week, and employed for a minimum of six (6) months are eligible. The maximum length of time for a personal leave is thirty (30) days within a rolling twelve (12) month period. The leave may be taken intermittently. Personal leave is discretionary on the part of University Human Resources in consultation with the employee's department.

B. Academic Leave:

Regular full or part-time employees who work twenty (20) hours or more per week, and employed for a minimum of six (6) months are eligible. Academic leaves may not exceed a total of six (6) months within a rolling twelve (12) month period. It may be taken intermittently. Academic leaves are approved by University Human Resources in consultation with the employee's department.

IV. PROCEDURES:

A. Personal and Academic Leaves:

1. Employees are required to provide a written request to their managers/supervisors in advance and submit a completed Request for Leave of Absence found at <http://uhr.rutgers.edu/policies-resources/forms> and supporting documentation to University Human Resources. Such request should be submitted as soon as possible, but not less than thirty (30) days before the proposed effective leave date (except for documented emergencies).
2. University Human Resources in consultation with the department shall review the request and advice of approval/disapproval within five (5) business days of receipt. Upon approval, the employee's department shall complete a Leave of Absence Transaction Form (LATF) available online (see link in paragraph 1 above) and provide same to University Human Resources.

B. Benefits During Personal and Academic Leaves:

1. Seniority held prior to the commencement of the leave of absence will be retained.
2. During leaves an employee will not accrue vacation or sick time. Previously accrued time will be credited to the employee upon return to work.
3. Sick and vacation time accruals will only continue for the remainder of the month in which the leave commences, providing the employee is still in active pay status as of the sixteenth of that month.
4. When an employee returns from leave, sick and vacation time will begin to accrue for the month in which the employee returns to work provided he/she returns on or before the fifteenth of that month. If an employee returns from a leave after the fifteenth of the month, then sick and vacation time will start to accrue at the beginning of the following month.
5. An employee on an unpaid Personal or Academic leave of absence will be responsible for prepaying premiums for all health insurance benefits he/she may wish to continue. Since health insurance benefits continue to accrue for specific time periods, based on the length and type of leave, prior arrangements must be made by the employee with

University Human Resources to ensure proper health insurance coverage during the leave.

6. Employees will not accrue pension credit while on an unpaid leave of absence. However, upon return to work from certain leaves, employees may be allowed to purchase pension credit up to designated maximums, except those in the Alternate Benefits Plan (ABP). Contact University Human Resources for further information.

C. Return from Personal and Academic Leaves:

1. Employees must give at least two (2) weeks notice of their intention to return to work.
2. If an employee fails to return to work or notify the supervisor in writing of his/her intentions within three (3) business days after the leave expiration date, he/she will be considered absent without official leave and subject to termination.
3. One week before the employee returns to duty, a completed Leave of Absence Transaction Form (LATF) must be forwarded to University Human Resources by the department along with any required documentation. The LATF must indicate the employee's return date. Failure to process the employee's return from leave can result in the employee not receiving a paycheck.
4. A leave of absence for personal or academic purposes should not be construed as a promise of re-employment for the same position vacated. For employees covered by a collective negotiations agreement, the employee and the department should refer to the agreement regarding any return from leave rights provided in such agreement. In the case of a layoff during a leave of absence, any bumping rights shall be determined upon the employee's return.

D. Other Provisions:

For Personal and Academic, holidays which fall during such leaves will not be granted pursuant to the paid Holiday Policy 60.9.12.