



RUTGERS POLICY

Section: 60.3.6

Section Title: HR/Non-Academic Employees

Policy Name: Leave of Absence for Personal Reasons

Formerly Book: 3.6.7

Approval Authority: Senior Vice President for Administration

Responsible Executive: Senior Vice President for Administration

Responsible Office: University Human Resources

Originally Issued: 9/72

Revisions: 12/91, 8/2/06 (Updated titles); 2/6/2014

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

1. **Policy Statement**

The University does not normally grant an extended leave for personal reasons. If a staff member is confronted with a situation of very unusual circumstances, a request for a leave of absence without salary will be considered by the University.

2. **Reason for Policy**

To establish guidelines for consideration and granting of a leave of absence for personal reasons.

3. **Who Should Read This Policy**

This policy is applicable only to employees in Rutgers positions. A Rutgers position is a position which, historically, was associated with the Rutgers University before June 30, 2013. Individuals employed in Rutgers positions are processed through the PeopleSoft (RIAS) payroll system. These positions may be governed by different negotiated agreements and policies from those that would be applicable to individuals in legacy UMDNJ positions. In this regard, individuals employed in Rutgers positions may be eligible for different non-State benefits than individuals who hold legacy UMDNJ positions.

4. **Related Documents**

None.

5. **Contacts**

University Human Resources: 848-932-3020

6. **The Policy**

60.3.6 LEAVE OF ABSENCE FOR PERSONAL REASONS

Leave of Absence for Personal Reasons. The university does not normally grant an extended leave of absence for personal reasons. If a staff member is confronted with a situation of very unusual circumstances, a request for a leave of absence without salary will be considered by the university. A request for such a leave must be submitted in writing to the administrative supervisor or department head concerned.

An employee on leave without salary for one calendar month or longer does not accrue vacation or sick leave benefits. An employee may elect to continue the university benefit programs for a limited period of time by personal contributions.

Always refer to the appropriate collective negotiations Agreements for any variations or additional details in the above policy.