



UNIVERSITY POLICY

Policy Name:	Leave of Absence for Personal Reasons				
Section #:	60.3.6	Section Title:	Human Resources (HR): Non-Academic Employees	Formerly Book:	3.6.7
Approval Authority:	Senior Vice President for Human Resources and Organizational Effectiveness		Adopted:	09/1972	Reviewed: 02/26/2020
Responsible Executive:	Senior Vice President for Human Resources and Organizational Effectiveness		Revised:	12/1991, 08/02/2006 (Updated titles); 02/06/2014; 02/26/2020	
Responsible Office:	University Human Resources		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 legacy Rutgers positions. A legacy Rutgers position is a position which, historically, was associated with Rutgers University before June 30, 2013. These positions may be governed by different negotiated agreements and policies from those that would be applicable to individuals in legacy University of Medicine and Dentistry of New Jersey (UMDNJ) positions. In this regard, individuals employed in legacy Rutgers positions may be eligible for different non-State benefits than individuals who hold legacy UMDNJ positions.

4. Resources

None.

5. Definitions

N/A

6. The Policy

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.