RUTGERS POLICY

Section: 60.3.7
Section Title: Non-Academic Employees
Policy Name: Medical Leave of Absence Without Salary
Formerly Book: 3.6.8
Approval Authority: Senior Vice President for Administration
Responsible Executive: Senior Vice President for Administration
Responsible Office: Office of University Human Resources
Originally Issued: 9/72
Revisions: 9/29/00; 8/2/06 (Updated titles); 2/6/2014
Errors or changes? Contact: policies@hr.rutgers.edu

1. Policy Statement
   Specifies the University’s position on consideration and granting of medical leave of absence
   without salary for non-academic employees.

2. Reason for Policy
   To provide guidelines for consideration and granting of medical leaves of absence for non-
   academic employees.

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

**60.3.7 MEDICAL LEAVE OF ABSENCE WITHOUT SALARY**

Medical Leave of Absence Without Salary. When a staff employee is unable to perform the
duties of his or her job because of illness or injury and has used all accumulated sick time, the
University, at its discretion, may grant a medical leave of absence without salary. A leave of
absence shall be limited to a period of three months for a medically substantiated reason. The
University may extend such leave for an additional period if the employee presents medical justification. Normally any medical leave without salary will not exceed a total of one year. Leave taken as medical leave of absence without salary must be charged concurrently against any available entitlement under the Federal Family & Medical Leave Act. (See Section 60.3.8)

Salaried employees on medical leave of absence without salary for one calendar month or longer do not accrue vacation or sick leave during the leave period.

Once the Personnel Data Record form is received by University Human Resources, employees will be notified by University Human Resources at the time the leave begins about the status of their benefits and what action is needed on their part. In the meantime, employees may contact University Human Resources to ascertain the status of their benefits.

Refer to the Workers’ Compensation policy concerning benefits information for employees who are on leaves of absence due to injuries occurring in the course of and arising out of employment at Rutgers.

For employees covered by collective negotiations Agreements, always refer to the appropriate Agreement for any variations or additional details in the above policy.