



## 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 Finance and Administration

**Responsible Executive:** Senior Vice President for Finance and Administration

**Responsible Office:** Office of University Human Resources

**Originally Issued:** 9/72

**Revisions:** 9/29/00, 8/2/06 (Updated titles)

**Policy:**

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.