

New York University

UNIVERSITY POLICIES

Title: Personal Leave of Absence Policy - New York, District of Columbia, & California
Effective Date: January 18, 2019
Supersedes: October 17, 2016
Issuing Authority: Executive Vice President
Responsible Officer: Human Resources

Statement of Policy

This Policy addresses unpaid personal leaves of absence, as set forth below.

To Whom the Policy Applies

This Policy applies to Administrators and Professionals, and Professional Research Staff of New York University-New York, Washington, D.C., and California (hereinafter, “covered employees”).

For employees covered by a collective bargaining agreement (CBA), please refer to the applicable CBA for any provisions on personal leaves of absence.

Faculty should consult with the appropriate chairperson or dean and/or refer to the faculty handbook for any applicable policies on personal leaves of absence.

Policy and Procedures

Request for Leave. Covered employees may make a request to their supervisor and/or Human Resources Officer (“HRO”)/HR Business Partner for an unpaid personal leave of absence of up to three months.

Approval Process. Such leave requires the approval of the covered employee’s supervisor who, as part of the decision-making process, may consider such factors as previous requests for personal leave, the continuity of business operations, and the impact on the department. The supervisor should make his or her decision in consultation with the appropriate HRO/HR Business Partner. Please take note that a personal leave of absence may only be granted under this Policy if and when the covered employee has exhausted all other forms of applicable leave for which he or she is eligible.

Continuation of Benefits. Employees on personal leave may be eligible to continue certain benefits during their absence. Unless otherwise indicated, it is the employee’s responsibility to contact **NYU PeopleLink** to arrange for the continuation of his or her benefits. For more information on the continuation of benefits while on unpaid leave, please contact NYU PeopleLink at askpeoplelink@nyu.edu or 212-992-LINK (5465).