

# Frequently Asked Questions (FAQ)

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## Leave of Absence

**Question:** **Who is eligible to take a Leave of Absence?**

**Answer:** Full or part time employees, in consideration with the following factors:

- Departmental staffing needs and work schedules
- Number of employees in the department presently on excused absence
- Four (4) weeks advanced notice (if possible)

**Question:** **How much leave can be taken during a Leave of Absence?**

**Answer:** Leaves are granted at Rochester Regional Health's discretion, considering the factors listed above, in one (1) month increments up to a maximum of three (3) months during a 12-month period.

**Question:** **Is there a waiting period before an employee is eligible to take a Leave of Absence?**

**Answer:** No, but four (4) weeks advance notice should be given in advance of a Leave of Absence (if possible).

**Question:** **Is there an employee cost for Leave of Absence benefits?**

**Answer:** No, employees do not have to pay a premium to be eligible for this benefit.

**Question:** **Do Leave of Absence benefits include a level of income replacement?**

**Answer:** No, a Leave of Absence is an unpaid benefit.

**Question:** **Does a Leave of Absence run concurrently with other types of leave?**

**Answer:** It may. Employees should contact Lincoln Financial or the Leave Administration Department for clarification.

**Question:** **Can PTO and/or vacation time be used to supplement unpaid time off while taking a Leave of Absence?**

**Answer:** Yes, eligible employees can use PTO and/or vacation time to supplement any unpaid time off due to a Leave of Absence.

**Question:** [What happens to any benefit premium deductions during a Leave of Absence?](#)

**Answer:** Rochester Regional Health will continue benefit coverage during a leave period at the same level and under the same conditions as if an employee had continued to work. However, because a Leave of Absence is unpaid, any unpaid premium balances will be deducted from an employee's paycheck upon their return to work. Upon request, employees can make payment arrangements for outstanding benefit deductions with the Leave Administration Department while out on Leave of Absence.

**Question:** [How does an employee apply for a Leave of Absence?](#)

**Answer:** Employees must notify their supervisor in writing of their intention to request a Leave of Absence as far in advance as possible. Employees will need to complete a [Request for Leave of Absence](#) form and once completed, submit it to the [Leave Administration Email Inbox](#) for review. Please note that this form must be signed by both the employee requesting a Leave of Absence as well as their manager or supervisor.

**Question:** [How does an employee return to work once their Leave of Absence has ended?](#)

**Answer:** Employees must contact the Leave Administration Department to have their access restored upon returning to work.

### Questions?

For more information, the following resources below are available:

Affiliate	Resources
RGHS, UHS, Clifton Springs, Newark Wayne	HR Leave Administration Team: 585-922-1100 option 5 Email: <a href="mailto:LeaveAdmin@RochesterRegional.org">LeaveAdmin@RochesterRegional.org</a> Policy: <a href="#">HRBEN 04</a>

**PLEASE NOTE:** This document is intended to be informational only. Please refer to policy and/or plan documents, as appropriate, or follow up with the Leave Administration Department for more information.