

# Leave of Absence

## What is a Leave of Absence?

- Rochester Regional Health provides a leave of absence benefit, without pay, to eligible employees

## Who is Eligible?

**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 (employees must provide start and return to work dates for their leave)

## What Else Should I Know?

- **Leave Duration** – Leaves are granted in one (1) month increments up to a maximum of three (3) months
- **Job Retention and Eligibility** – Leaves are considered only when a department can retain an employee's actual position or a similar one during their absence

## How Do I Apply?

- Employees must **notify their manager** (in writing) of their intent to request leave as far in advance as possible
- Employees must also complete the [Request for Leave of Absence](#) form and submit it to [Leave Administration](#)
- **Please Note:** Employees that **fail to return to work** on the agreed upon date will be considered to have **voluntarily resigned from employment**