

LEAVE OF ABSENCE

What is Leave of Absence?

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



Who's 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 supervisor** (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**.

*For additional information and eligibility requirements, please refer to Leave of Absence policy [HRBEN 03](#)