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Personnel Policies for Staff Members

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II-43 Personal Leave

A. GENERAL

A leave of absence without pay for personal reasons may be granted by the President, the Chancellor, or Laboratory Director for a period not to exceed one year. In granting the leave, the Chancellor shall consider the best interests of the University as well as the interests of the Senior Manager .

B. REINSTATEMENT

Upon expiration of a personal leave, a Senior Manager shall be reinstated to the same position or, at the President's, the Chancellor's, or Laboratory Director's discretion, a similar position. If the Senior Manager would have been terminated had the Senior Manager remained on pay status during the leave period, the Senior Manager shall be afforded the same considerations afforded other Senior Managers who are terminated pursuant to the provisions of [Policy II-64, Termination of Appointment](#).

C. EFFECT ON BENEFITS

Periods of personal leave are not counted as service for certain benefits as provided in these policies, e.g., holidays, vacation, and sick leave. For the effect of personal leave on retirement plans and on insured benefits, e.g., health, life, and disability insurance, refer to University benefit policies and retirement system regulations.

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