Policy Contents

- Scope
- Policy
- Related Information*
- Revision History*

Policy Information

**Effective Date:**
September 1, 1988

**Last Revised Date:**
January, 2020

**Reference:**
Classified Staff Human Resources Policy Manual 208.3
University Handbook for Appointed Personnel 8.04.09
University Staff Manual 3-112

**Responsible Unit:**
Human Resources

**Email:**
hradmin@email.arizona.edu [1]

Scope

University-Designated Emergency leave is available to all employees whose position is designated as full benefits eligible.

Policy

Emergency leave is used to excuse employees from reporting to or remaining at work when circumstances restrict productive work or jeopardize employee safety or health. The University president or designee may authorize an emergency leave; additionally a dean or vice president may authorize an emergency administrative absence within their organization as necessary. Emergency leave may be with pay.

Related Information*

Arizona Board of Regents Policy 6-807 Administrative Leave [2]
Revision History*

12/01/2023: Updated responsible unit email address.
03/01/2023: Replaced Division of Human Resources with Human Resources.
01/23/2020: Separated from Administrative Leaves.

Source
URL: https://policy.arizona.edu/employment-human-resources/university-designated-emergency-leave

Links