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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

[1] <mailto:hradmin@email.arizona.edu> [2] <https://public.powerdms.com/ABOR/documents/1499340>