

New York University

UNIVERSITY POLICIES

Title: Volunteer Civil Service Personnel Leave Policy & Procedure – California
Effective Date: February 13, 2019
Supersedes: N/A
Issuing Authority: Executive Vice President
Responsible Officer: Human Resources

Statement of Policy

This Policy addresses volunteer civil service personnel leave for employees of NYU in California (“NYU-CA” or “the University”).

To Whom the Policy Applies

This Policy applies to all employees of NYU-CA.

Policy and Procedures

No employee shall be disciplined for taking time off to perform emergency duty as a volunteer firefighter, peace officer, or emergency rescue personnel. Employees also are eligible for unpaid leave for required training. An employee may use any accrued vacation or personal days, or otherwise the leave will be unpaid.

Notice. If an employee is an official volunteer firefighter, peace officer or emergency rescue personnel, the employee must inform his or her supervisor that he or she may need to take time off for emergency duty. When taking time off for emergency duty, the employee shall inform his or her supervisor before doing so, when possible.