



University of New Haven

Human Resources Policy

Policy / Procedure Title	Applicability / Scope	Purpose	Effective Date	Responsible Party	Pages
Compassionate Leave Policy	Administrative Non-Union Employees	Provide Administrative Employees with explanation of compassionate leave	7/1/23	Associate Vice President Human Resources & Organizational Development	1

Compassionate Leave is paid time off given to full-time or part-time employees who have experienced a pregnancy loss, stillbirth, or in the event of an adoption or foster placement disruption.

In the event of pregnancy loss or stillbirth, this policy applies to the birthing or pregnant parent and/or their partner. It also applies in instances of a UNH eligible employee using a surrogate. Employees seeking to utilize this leave policy for any reason are not required to produce proof.

This policy applies to all employees at the commencement of their employment and there is no minimum eligibility requirement. Normally, leave under this policy is granted for a period of up to four (4) weeks, taken in increments of no less than one (1) week per leave. In the event the employee needs to take additional time off, the leave may be extended by using existing accrued and unused vacation. Any leave taken beyond the four (4) weeks provided under this Policy, or beyond the utilization of available accrued and unused vacation time, would be unpaid.

Additionally, the Executive Director of HR will work directly with the employees' Manager to inform them of the anticipated absence but will not disclose the reason for the leave.