



## What is Liberal Leave?

Liberal leave encourages employees to mitigate their own risk when traveling to and from work and is implemented at the discretion of administration for exceptional circumstances such as inclement weather or emergencies and only in cases where it is feasible for employees to take liberal leave based on duties (essential versus non-essential duties). Some employee functions are deemed essential (i.e. security, certain facilities and operational units, maintenance, etc.); therefore, staffing in some areas will be maintained as determined by management. For more information, please see the Essential Employee Policy located at: <https://sunypoly.edu/contact/offices/human-resources/human-resources/policies-procedures.html>. If you are not sure if your position is essential, please contact your supervisor for clarification.

If an employee does not have vacation, holiday, or personal paid time off accruals, the administration will consult with SUNY Poly Human Resources and make a determination on a case-by-case basis.

Please share this message with your direct reports.

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