

Policy Guide



Policy No. 839

Section OPERATIONS

Title UNCOMPENSATED LEAVE

Adopted MAY 23, 2017

Revised _____

	<p style="text-align: center;">POLICY NO. 839 UNCOMPENSATED LEAVE</p> <p style="text-align: center;">THIS POLICY SHALL SUPERSEDE POLICIES 339 AND 539.</p> <p>Section 1 <u>Purpose</u></p> <p>The Board recognizes that in certain situations an administrative, professional or classified employee may request extended leave for personal reasons, and the District could benefit from the return of the employee. This policy establishes parameters for granting uncompensated leaves of absence.</p> <p>This policy shall not apply to leave under the Family and Medical Leave Act (Policy No. 835).</p> <p>Section 2 <u>Authority</u></p> <p>The Board reserves the right to specify the conditions under which uncompensated leave may be taken, designate the conditions of return, and require execution of a letter of intent to return.</p> <p>All applications for uncompensated leave require approval by the Board, upon recommendation of the Superintendent.</p> <p>Section 3 <u>Guidelines</u></p> <p>The guidelines of this policy shall apply to all district employees; however, additional provisions for professional and classified employees shall be in accordance with the terms of an individual contract, a Collective Bargaining Agreement or Board</p>	<p style="text-align: center;">SC 1154</p>
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resolution.

Application

Requests for uncompensated leave shall be made to the Superintendent as far in advance of the requested beginning date as is practical under the circumstances.

Special consideration will be given to emergencies.

Period of Leave

An uncompensated leave may be granted for a period of up to one (1) school year. Extensions may be considered upon proper application.

Commitment of Employee

The employee granted an uncompensated leave of absence shall confirm with the Board his/her intention to return to work at least sixty (60) days prior to the scheduled return date.

Commitment of Employer

At the expiration of uncompensated leave, the District will make a reasonable effort to return the employee to the same or comparable position, if available. The District cannot guarantee that an employee's position will be held during any period of uncompensated leave under this policy.

References:

School Code – 24 P.S. Sec. 1154