

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: UNCOMPENSATED LEAVE

ADOPTED: April 11, 2006

REVISED:

WELLSBORO AREA SCHOOL DISTRICT

339. UNCOMPENSATED LEAVE

1. Purpose

The Board recognizes that in certain situations an employee may request extended leave for personal reasons, and the district could benefit from the return of the employee. This policy establishes guidelines for granting uncompensated leaves of absence.

2. Authority
SC 1154

The Board reserves the right to specify the conditions under which uncompensated leave may be taken.

3. Guidelines

Uncompensated leave shall be granted in accordance with provisions of the administrative compensation plan or individual contract.

Application

Requests for uncompensated leave shall be made to the Superintendent in advance of the requested beginning date. **Before requesting an uncompensated leave, employees are required to exhaust all sick, personal and vacation leave available.**

Special consideration will be given to emergencies.

All **requests** are subject to final approval by the **Superintendent**.

Period Of Leave

An uncompensated leave may be granted for a period **up to one (1)** school year.

Commitment Of Employee

The employee granted an uncompensated leave of absence shall inform the **Superintendent** of the scheduled return date.

<p>School Code 1154</p>	<p>If notification is not received, it shall be assumed that the employee has terminated employment with the district.</p> <p><u>Commitment Of Employer</u></p> <p>At the expiration of uncompensated leave, the employee shall be offered the same position previously held or a like position to that previously held.</p> <p><u>Fringe Benefits</u></p> <p>Uncompensated leave in excess of thirty (30) days shall not count as time on the job, and fringe benefits shall not be provided for uncompensated leaves in excess of thirty (30) days unless the employee provides payment for benefits. If the employee is eligible for benefits under the Family Medical Leave Act, the Family Medical Leave Act guidelines will apply.</p>
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