

# WELLSBORO AREA SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: UNCOMPENSATED LEAVE

ADOPTED: June 13, 2006

REVISED:

	539. UNCOMPENSATED LEAVE
1. Purpose	The Board recognizes that in certain situations a classified 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 510	The Board has the authority and responsibility to establish the conditions under which uncompensated leave may be taken.
3. Guidelines	<p>Uncompensated leave shall be granted in accordance with terms of an applicable collective bargaining agreement.</p> <p><u>Application</u></p> <p>Requests for uncompensated leave shall be made to the Superintendent in advance of the required beginning date. <b>Before requesting an uncompensated leave, employees are required to exhaust all sick, personal and vacation leave available.</b></p> <p>Special consideration will be given to emergencies.</p> <p>All requests are subject to final approval by the <b>Superintendent.</b></p> <p><u>Period Of Leave</u></p> <p>An uncompensated leave may be granted for a period of <b>up to one (1)</b> school year.</p> <p>Extensions shall be considered upon proper application.</p> <p><u>Commitment Of Employee</u></p> <p>The employee granted an uncompensated leave shall inform <b>the Superintendent of the scheduled return date.</b></p>

<p>School Code 510</p>	<p>If notification is not received, it shall be assume 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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