

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: UNCOMPENSATED LEAVE

ADOPTED: April 11, 2006

REVISED: February 13, 2018

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	<p>Uncompensated leave shall be granted in accordance with provisions of the administrative compensation plan or individual contract.</p> <p><u>Application</u></p> <p>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.</p> <p>Special consideration will be given to emergencies.</p> <p>All requests are subject to final approval by the Superintendent.</p> <p><u>Period Of Leave</u></p> <p>An uncompensated leave may be granted for a period up to one (1) school year.</p> <p><u>Commitment Of Employee</u></p> <p>The employee granted an uncompensated leave of absence shall inform the Superintendent of the scheduled return date.</p>

<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 shall not count as time on the job, and fringe benefits shall not be provided for uncompensated leaves 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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