

SECTION: EMPLOYEES

TITLE: UNCOMPENSATED LEAVE

ADOPTED: September 13, 2010

REVISED:

PENN MANOR SCHOOL DISTRICT

339. UNCOMPENSATED LEAVE	
1. Authority	<p>The Board recognizes that in certain situations an administrative, professional or support 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>
SC 1154	<p>The Board reserves the right to specify the conditions under which uncompensated leave may be taken. All applications for uncompensated leave require approval by the Board, upon recommendation of the Superintendent.</p> <p>Uncompensated leaves will be considered on an individual basis and will be restricted to emergencies or unusual situations.</p>
2. Guidelines	<p><u>Application</u></p> <p>Requests for uncompensated leave shall be made to the Superintendent in advance of the requested beginning date.</p> <p>Special consideration will be given to emergencies.</p> <p><u>Period Of Leave</u></p> <p>An uncompensated leave may be granted for a period of one (1) school year.</p> <p><u>Commitment Of Employee</u></p> <p>The employee granted an uncompensated leave of absence shall inform the Board of his/her intentions prior to the scheduled return date.</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>

Time on uncompensated leave shall not count as time on the job, and fringe benefits shall not be provided unless the employee provides payment for benefits.

References:

School Code – 24 P.S. Sec. 1154, 1182