

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: October 17, 2012

REVISED:

339-AR-0. UNCOMPENSATED LEAVES

Due to the disruption to the district when employees are absent, uncompensated leaves of absence will be granted only for reasons stated in Board policy.

An employee requesting uncompensated leave for an extended period (ten (10) days) must complete the Request For Uncompensated Leave in specific enough detail to justify the employee's request for the leave.

The employee will submit the application to the Superintendent, who will forward the request and his/her recommendation to the Board for its review and approval.

In order to be processed in ample time for the Board's review, the application should be submitted as soon as possible, but must be submitted at least fifteen (15) days prior to a regular Board meeting.

Special consideration will be given to emergency situations.

An employee granted uncompensated leave will not receive pay during the leave, and these days will not count toward seniority.

An employee who, as a requirement of his/her religion, is obligated to be absent from work to observe a religious holiday must use his/her personal day(s), for which pay will be received. Any days required beyond accumulated personal days will be classified as a leave of absence without pay.

Employees may be granted leave due to a medical condition of an immediate family member.

Immediate family member is defined as: mother, father, brother, sister, son, daughter, husband, wife, parent-in-law, grandmother, grandfather, near relative who resides in the same household, or any person with whom the employee has made his/her home.