

OLD FORGE SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: UNCOMPENSATED LEAVE

ADOPTED: November 29, 1985

REVISED: April 17, 2002

439. 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 collective bargaining agreement.</p> <p>Uncompensated leave may be taken for the following purposes:</p> <ol style="list-style-type: none">1. Childrearing/parental.2. Study.3. Travel.4. Special work assignment.5. Restoration of health. <p><u>Application</u></p> <p>Requests for uncompensated leave shall be made to the Superintendent at least four (4) weeks in advance of the requested beginning date or as soon as possible.</p> <p>Special consideration will be given to emergencies.</p> <p>All applications are subject to final approval by the Board.</p>

<p>School Code 1154</p>	<p><u>Period of Leave</u></p> <p>An uncompensated leave may be granted for a period of one (1) semester.</p> <p>Extensions for one (1) semester shall be considered upon proper application.</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 within forty-five (45) of the scheduled return date.</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.</p> <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.</p>
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