

Book	Policy Manual
Section	300 Employees
Title	Uncompensated Leave
Code	339
Status	Active
Legal	1. 24 P.S. 1154 2. 24 P.S. 1182
Adopted	February 24, 2020

Authority

The Board recognizes that in certain situations an administrative, professional or classified 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.

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.[\[1\]](#)

Uncompensated leave may be granted in accordance with provisions of the administrative compensation plan, individual contract, collective bargaining agreement or Board resolution.

Guidelines

Application

Requests for uncompensated leave shall be made on the district form to the Superintendent.

Special consideration will be given to emergencies.

Period of Leave

An uncompensated leave may be granted for a period of one (1) semester or one (1) school year.

Extensions shall be considered upon proper application.

Commitment of Employee

The employee granted an uncompensated leave of absence shall inform the Board of his/her intentions prior to the scheduled return date.

Commitment of Employer

At the expiration of uncompensated leave, the employee shall be offered the same position previously held or a like position to that previously held.

Time on uncompensated leave shall not count as time on the job, and fringe benefits shall not be provided unless the employee provides 100% of payment for benefits.

