

# GARNET VALLEY SCHOOL DISTRICT

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: UNCOMPENSATED LEAVE

ADOPTED: December 3, 2007

REVISED: December 1, 2008

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 management 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.</p> <p>Special consideration will be given to emergencies.</p> <p>All applications are subject to final approval by the Board (see attachment).</p> <p><u>Period Of Leave</u></p> <p>An uncompensated leave may be granted for a period not to exceed one (1) calendar 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 within ninety (90) days 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>

Commitment Of Employer

At the expiration of uncompensated leave, the employee shall be offered a position for which s/he is qualified.

An employee on uncompensated leave for medical reasons who earns hospitalization insurance and/or term life insurance for which premiums are partially or totally paid by the district as a condition of employment shall continue to receive such district-paid hospitalization and/or life insurance while the employee is on uncompensated leave.

Employees on uncompensated leave for childrearing or health reasons may elect to continue to receive other benefits that normally are available to the employee's job classification upon payment of the total cost of premiums by the employee.

The following guidelines shall apply when a request for uncompensated leave is to be considered:

1. A request for uncompensated leave shall be submitted on the appropriate form.
2. Requests for uncompensated leaves for medical reasons shall include a statement from the attending physician substantiating the necessity for the leave.
3. An uncompensated leave for medical reasons shall be provided only after the employee has exhausted all accumulated sick leave or extended sick leave to which the employee is entitled.
4. Sick leave, extended sick leave, or personal day leave shall not be earned during the period of uncompensated leaves.
5. An approved uncompensated leave does not constitute a break in service for purposes of computing seniority for suspension purposes.
6. An approved uncompensated leave does not constitute employment service time for purposes of computing salary increments.
7. The employee shall not hold other employment while on uncompensated leave for medical reasons.

References:

School Code – 24 P.S. Sec. 1154, 1182