### 339. UNCOMPENSATED LEAVE

#### 1. Purpose

The Board recognizes that in certain instances an employee may wish extended leave for personal reasons, and the district could benefit from the return of said employee. For that purpose, the following guidelines are established for uncompensated leaves of absence.

#### 2. Authority

The Board reserves the right to specify the conditions under which uncompensated leave may be taken consistent with FMLA 1993.

#### 3. Guidelines

**Purpose**

Uncompensated leave may be taken for the following purposes: engaging in full-time study, special work assignment, or as dictated by the Family Medical Leave Act of 1993.

**Application**

Request for uncompensated leave shall be made to the Director of Human Resources at least two (2) weeks in advance of the desired start date or as soon as practicable.

All applications for such leave are subject to final approval by the Board.

All vacation/personal day entitlement if applicable must be utilized prior to consideration for unpaid leave.

The district reserves the right to designate an employee on uncompensated leave if it is determined that an employee is absent for an undeterminable amount of time.
Period Of Leave

The maximum duration of the leave shall be the lesser of the following intervals required solely for accomplishing the purpose for which the leave is being granted:

1. The remainder of the semester in which the leave commenced.
2. One (1) semester.

Extensions for one (1) semester may be considered upon proper application to and approval of the Board.

Return to service shall occur only at the beginning of the semester except for leaves granted for recovering from incapacitating personal illness or caring for a member of the employee’s family and household who is seriously physically and/or mentally handicapped.

Commitment Of Employee

The employee granted an uncompensated leave shall inform the Board two (2) weeks prior to the scheduled return date as to his/her intentions.

Commitment Of Employer

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

Time on uncompensated leave shall count as time on the job. Insurance benefits provided to the employee going on leave may be continued during the period of leave at the option and expense of the employee, after FMLA requirements, if applicable, have been met.

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