## 439. 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. This policy establishes guidelines for the award of uncompensated leaves of absence.

2. **Authority**
   
   SC 1154

3. **Guidelines**

   **Purpose**

   Uncompensated leave may be taken for the following purposes:

   1. Serving as a teacher in an international exchange program.
   2. Engaging in full-time graduate or undergraduate studies in the field of education.
   3. Recovering from an incapacitating personal illness.
   4. Caring for a member of his/her family and household who are physically or mentally incapacitated.

   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.

   Special consideration will be given to emergencies but in no case will leave be permitted to start at any time except the start of a semester.

   All applications are subject to final approval by the Board.
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 shall be considered upon proper application 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 incapacitated.

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 and fringe benefits shall not be provided unless the employee makes provision for payment for benefits.

The Board believes that student achievement is fostered by continuity in the relationship between pupils and personnel who play a part in nurturing their development. It is the intent of this policy to assure that undue interference in the educational program does not occur as a result of employee absence.

No professional employee except as provided herein, shall be absent from duty for reasons other than those as provided in existing policy, the Pennsylvania School Code, the current collective bargaining agreement or benefit provisions of various employee groups, or as required by personal or family emergency, employee health, activities directly related to employment by the school district, or civic responsibilities imposed by law. All absences, other than those noted, are in the Board's judgment, detrimental to the welfare of children attending the schools, the educational program, the efficiency of noninstructional and instructional services, and effective administration of the schools.
It is recognized, however, that employees may have special needs which require their absence from assigned duties. The administration is authorized to develop regulations for the administration of a leave program which will allow any employee reasonable opportunity to respond to these special needs. In conformity with the express intent of this policy, it is anticipated that employee absence pursuant hereto will occur only after serious consideration of the impact of such absence on the school program.

References:

School Code – 24 P.S. Sec. 1154