

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: UNCOMPENSATED LEAVE

ADOPTED: December 18, 2006

REVISED March 21, 2011

EPHRATA AREA SCHOOL DISTRICT

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 determine the conditions under which uncompensated leave may be taken.
3. Guidelines	<p><u>Application</u></p> <p>Requests for uncompensated leave shall be made in writing on a request for leave form stating the reason for the leave and submitted to the Superintendent or designee in advance of the requested beginning date.</p> <p>All uncompensated leaves exceeding three (3) days must be approved by the Superintendent and Board. Special consideration will be given to emergencies.</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 prior to the scheduled return date.</p> <p><u>Commitment of Employer</u></p> <p>The district will address whether, at the end of uncompensated leave, the employee will be returned to his/her prior position. No benefits or years of service will occur during the uncompensated leave unless otherwise designated by the Board.</p>