

# EPHRATA AREA SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: UNCOMPENSATED LEAVE

ADOPTED: December 18, 2006

REVISED: December 17, 2012

	<b>439. UNCOMPENSATED LEAVE</b>
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><b>Application</b></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><b>Commitment of Employee</b></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><b>Commitment of Employer</b></p> <p>At the expiration of uncompensated leave, every effort will be made to return the employee to the same position previously held or a like position to that previously held. No benefits or years of service will occur during the uncompensated leave unless otherwise designated by the Board.</p> <p><b>Child Rearing/Adoptive Leave</b></p> <p>According to Contract Article 13.</p>

	<p>Medical Disability Leave</p> <p>According to Contract Article 11.</p>
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