

JERSEY SHORE
 AREA
 SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES
 TITLE: UNCOMPENSATED LEAVE
 ADOPTED: January 25, 2010
 REVISED:

539. UNCOMPENSATED LEAVE	
1. Purpose	The Board recognizes that in certain situations a classified 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 510	The Board has the authority and responsibility to establish the conditions under which uncompensated leave may be taken.
3. Guidelines	<p><u>Application</u></p> <p>Requests for uncompensated leave shall be made to the Superintendent in advance of the required beginning date. Special consideration will be given to emergencies.</p> <p>All applications are subject to final approval by the Board.</p> <p><u>Commitment Of Employee</u></p> <p>The employee granted an uncompensated leave shall inform the Board of his/her intentions prior to the scheduled return date.</p> <p><u>Commitment Of Employer</u></p> <p>At the expiration of uncompensated leave, the employee shall be offered the same position previously held or a like position to that previously held.</p> <p>Time on uncompensated leave shall not count as time on the job, and fringe benefits shall not be provided unless the employee provides payment for benefits.</p> <p><u>Maternity Leave</u></p> <p>The Board shall grant maternity leave to classified employees in accordance with the provisions of the collective bargaining agreement or administrative guidelines.</p>

References:

School Code – 24 P.S. Sec. 510