

# NORTHERN LEHIGH SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES  
 TITLE: UNCOMPENSATED LEAVE  
 ADOPTED: March 9, 2009  
 REVISED: December 7, 2009

<p>1. Authority</p> <p>SC 510</p> <p>2. Guidelines</p>	<p style="text-align: center;">539. UNCOMPENSATED LEAVE</p> <p>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.</p> <p>The Board reserves the right to specify the conditions under which uncompensated leave may be taken.</p> <p><u>Application</u></p> <p>Request for uncompensated leave shall be made to the Superintendent in advance of the desired start date.</p> <p>Special consideration will be given to emergencies.</p> <p>All applications are subject to final approval by the Board.</p> <p>Leaves of less than ten (10) consecutive days may be granted by the Superintendent or Assistant Superintendent.</p> <p>Uncompensated leave begins upon the exhaustion of all sick days and all personal days.</p> <p><u>Period Of Leave</u></p> <p>An uncompensated leave may be granted for a period of twelve (12) weeks.</p> <p>Extensions for additional time of twelve (12) weeks shall be considered upon proper application as per above.</p>
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Commitment Of Employee

The employee granted an uncompensated leave of absence shall inform the Board within fourteen (14) days of the scheduled return date as to his/her intentions.

Commitment Of Employer

At the expiration of the uncompensated leave, the employee shall be offered the same or similar position previously held.

Time on uncompensated leave shall not count as time on the job. Fringe benefits shall not be provided unless the employee makes provision for payment for benefits.

Child Rearing Leave

Refer to current negotiated agreement.

References:

School Code – 24 P.S. Sec. 510, 1182