

1 439 . UNCOMPENSATED LEAVE

2 **1. Purpose**

3 The Board recognizes that in certain instances an employee may wish an extended leave for personal
4 reasons. Because the district could benefit from the return of said employee, this policy establishes
5 guidelines for the award of uncompensated leaves of absence.

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7 **2. Authority**

8 The Board reserves the right to specify the conditions under which uncompensated leave may be taken.

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10 **3. Guidelines**

11 **A. Purpose**

12 Uncompensated leave may be taken for the following purposes: study, travel, special work
13 assignment, restoration of health, or child-rearing.

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15 **B. Application**

16 Request for uncompensated leave shall be made to the Superintendent in advance of the
17 desired start date.

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19 All applications are subject to final approval by the Board.

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21 **C. Period of Leave**

22 An uncompensated leave may be granted for a period of one semester.

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24 Extensions for one semester shall be considered upon proper application as per B above.

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26 **D. Commitment of Employee**

27 The employee who is granted an uncompensated leave shall inform the Board of his/her
28 intended return date.

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30 **E. Commitment of Employer**

31 At the expiration of the uncompensated leave, the employee shall be offered a like position to
32 that previously held.