
Section:
Title:
Date Adopted:

No. 339
Administrative Employees
Uncompensated Leave

1 339 . 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.

9
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 of 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.

23
24 Extensions shall be considered upon proper application as per B above.

25
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.

33
34 Time on uncompensated leave shall count as time on the job. Fringe benefits shall not be
35 provided unless the employee makes provision for payment for benefits.

36 *School Code: §§522.1, 1154(e)*