

1        539 . UNCOMPENSATED LEAVE

2        **1. Purpose**

3        In certain instances, classified employees may wish extended leave for personal reasons and the district  
4        could benefit from the return of said employee. For that purpose, the following guidelines are established  
5        for uncompensated leaves of absence.  
6

7        **2. Authority**

8        The Board has the authority and responsibility to establish the conditions under which uncompensated  
9        leave may be taken except for any possible effect of a valid agreement currently in force with a recognized  
10       bargaining unit.  
11

12       **3. Guidelines**

13                    **A. Purpose**

14                    Uncompensated leave may be taken for the following purposes: study, special work  
15                    assignment, restoration of health, or child-rearing.  
16  
17

18                    **B. Application**

19                    Request for uncompensated leave shall be made to the Superintendent in advance of the  
20                    desired start date.  
21

22                    All applications for such leave are subject to final approval by the Board.  
23

24                    **C. Period of Leave**

25                    An uncompensated leave may be granted for a period of one school year.  
26

27                    Extensions shall be considered upon proper application as per above.  
28

29                    **D. Commitment of Employee**

30                    The employee granted an uncompensated leave shall inform the Superintendent regarding the  
31                    scheduled return date.  
32

33                    **E. Commitment of Employer**

34                    At the expiration of the uncompensated leave, the employee shall be offered a like position to  
35                    that previously held.  
36

37        While on uncompensated leave, an employee shall be entitled to insurance benefits provided to his/her  
38        peers if s/he pays the premiums therefor and the insurance carrier approves.

39                    *School Code: §§522.1, 1154(e)*