

WALLINGFORD- SWARTHMORE SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: UNCOMPENSATED LEAVE

ADOPTED: February 25, 2002

REVISED: March 23, 2015

339. UNCOMPENSATED LEAVE	
1. Authority	<p>The Board recognizes that in certain situations an administrative, professional or 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.</p>
SC 1154	<p>The Board has the authority to specify the conditions under which uncompensated leave may be taken. All applications for uncompensated leave require approval by the Board, upon recommendation of the Superintendent.</p> <p>Uncompensated leave shall be granted in accordance with provisions of this and an applicable administrative compensation plan, individual contract, collective bargaining agreement or Board resolution.</p>
2. Guidelines	<p><u>Application</u></p> <p>Requests for uncompensated leave shall be made to the Superintendent or designee, in advance of the requested start date.</p> <p>Special consideration will be given to emergencies.</p> <p><u>Commitment Of Employee</u></p> <p>The employee granted an uncompensated leave of absence 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.</p>

References:

School Code – 24 P.S. Sec. 1154, 1182