

EASTON AREA SCHOOL DISTRICT

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: UNCOMPENSATED LEAVE

ADOPTED: May 17, 2007

REVISED:

<p>1. Purpose</p> <p>2. Authority SC 1154</p> <p>3. Guidelines</p>	<p style="text-align: center;">339. UNCOMPENSATED LEAVE</p> <p>The Board recognizes that in certain situations an 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> <p>The Board reserves the right to specify the conditions under which uncompensated leave may be taken.</p> <p><u>Application</u></p> <p>Requests for uncompensated leave shall be made to the Superintendent in advance of the requested beginning date. Special consideration will be given to emergencies.</p> <p>All applications are subject to final approval by the Board.</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>While on uncompensated leave, employees shall not be considered as actively employed. As a condition of the Board granting and the employee accepting an uncompensated leave, the employee shall waive all claim to compensation both in salary and fringe benefits and defer to no other individual or group the right to claim compensation in any manner on behalf of the employee. Any employee who receives an uncompensated leave, upon returning, shall receive no salary increment. However, said leave shall not constitute a break in service for purposes of computing seniority.</p>
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