

EASTON AREA SCHOOL DISTRICT

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: UNCOMPENSATED LEAVE

ADOPTED: May 17, 2007

REVISED: March 24, 2015

339. UNCOMPENSATED LEAVE	
1. Purpose	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.
2. Authority SC 1154	The Board reserves the right to specify the conditions under which uncompensated leave may be taken.
3. Guidelines	<p>Uncompensated leave shall be granted in accordance with the terms of an applicable compensation plan.</p> <p>Application</p> <p>Requests for uncompensated leave shall be made to the Superintendent in advance of the requested beginning date.</p> <p>Special consideration will be given to emergencies.</p> <p>All applications are subject to final approval by the Board.</p> <p>Period Of Leave</p> <p>An uncompensated leave may be granted for a period of up to one (1) school year. All leave time must be used concurrently with leave time taken under the Family Medical Leave Act (“FMLA”), when FMLA is applicable.</p> <p>Extensions shall be considered upon proper application.</p> <p>Commitment Of Employee</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>

Commitment Of Employer

At the expiration of uncompensated leave, only where required by law or contract, the employee shall be offered the same position previously held or a like position to that previously held. Otherwise, the employee's position upon returning from leave remains in the sole discretion of the Board.

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.

Enforcement

When an employee's absenteeism exceeds the employee's leave entitlement, the employee shall be subject to discipline up to and including termination from employment.

