

SECTION: SUPPORT PERSONNEL

TITLE: UNCOMPENSATED LEAVE

ADOPTED: MARCH 21, 2007

REVISED:

# FERNDALE AREA SCHOOL DISTRICT

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|  | <p style="text-align: center;"><b>539. UNCOMPENSATED LEAVE</b></p> <p><b>1. Purpose</b><br/>The Board recognizes that in certain situations a support employee may request extended leave for personal reasons, and the district could benefit from the return of the employee. The Board adopts this policy in order that its employees might clearly understand the circumstances under which uncompensated leave may be granted by the Board.</p> <p><b>2. Authority</b><br/>SC 510<br/>The Board has the authority and responsibility to establish the conditions under which uncompensated leave may be taken.</p> <p><b>3. Guidelines</b><br/>Uncompensated leave shall be granted at the sole discretion of the Board for good cause. Good cause may include, but shall not be limited to, absence due to extended illness or for additional training or study.</p> <p><b><u>Application</u></b></p> <p>Application for uncompensated leave must be in writing, signed by the employee, and submitted to the Superintendent in advance of the required 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><b><u>Period of Leave</u></b></p> <p>The Board may grant uncompensated leave for a certain number of days, not to exceed one (1) year.</p> <p>Extensions shall be considered upon proper application.</p> |
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| <p>School Code<br/>510</p> | <p><b><u>Commitment of Employee</u></b></p> <p><b>No less than twenty (20) days prior to the termination of uncompensated leave, the employee must notify the Superintendent in writing of his/her intentions. If the employee fails to notify the Superintendent, or fails to return to work following the termination of the leave, his/her employment shall be terminated and the employee shall be advised of the action in writing.</b></p> <p><b><u>Commitment of Employer</u></b></p> <p><b>At the expiration of uncompensated leave, the employee shall be offered the same position previously held or a like position to that previously held.</b></p> <p><b>Time on uncompensated leave shall not count as time on the job, and employees may, at their own expense, maintain any or all fringe benefits of employment.</b></p> |
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