

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: UNCOMPENSATED LEAVE

ADOPTED: FEBRUARY 20, 2008

REVISED:

FERNDALE AREA SCHOOL DISTRICT

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><u>Application</u></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><u>Period of Leave</u></p> <p>An uncompensated leave may be granted for a period of one (1) semester or one (1) school year.</p> <p>Extensions shall be considered upon proper application.</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>

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<p>School Code 1154</p>	<p>Time on uncompensated leave shall not count as time on the job.</p>
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