Professional Employees
Uncompensated Leave
Date Adopted Sept. 26, 1979
Date Revised June 26, 1984
Date Revised August 22, 1995 (All Employee Groups)

339, 439, 539 UNCOMPENSATED LEAVE

PURPOSE

The Board recognizes that in certain instances an employee may wish to extend leave for personal reasons and the district could benefit from the return of said employee. This policy establishes guidelines for the approval of uncompensated leaves of absence.

AUTHORITY

The Board has the authority to specify the conditions under which uncompensated leave may be taken.

GUIDELINES

Purpose
Uncompensated leave may be taken for the following purposes: study, travel, restoration of health, family necessity, child rearing, etc.

Application
Written requests for uncompensated leave shall be made to the Superintendent through the building principal or supervisor in a timely basis which provides adequate opportunity to request prior board approval. Emergency requests must receive prior approval of the superintendent. All requests for uncompensated leave of five (5) days or more per year require school board approval. An employee who received prior approval of the superintendent for an emergency leave shall not be subject to disciplinary action if the board does not approve the leave request. The superintendent is authorized to approve uncompensated leave requests of less than five (5) days per year. When reviewing requests, the superintendent shall consider, among other provisions, the affect on the instructional program and the number of days of absence by the employee in recent years. The decision of the superintendent is final and not subject to appeal to the school board.

Period of Leave

An uncompensated leave may be granted for a period of up to one semester. Extensions shall be considered upon proper reapplication. Under no circumstances shall a leave be extended beyond one (1) year. Whenever possible, all leaves for instructional staff shall commence and end on the beginning or ending date of a marking period.

Commitment of Employee

The employee shall inform the Board within sixty (60) days of the scheduled return date as to his/her intentions to terminate employment. If an employee fails to return to work at the end of an approved leave and has not requested an appropriate extension, employment rights with the district will be considered severed and the former employee shall have no rights of recall to employment.

Commitment of Employer

At the expiration of the uncompensated leave, the employee shall be offered a like position to that previously held. There is no guarantee that the position will be in a specific building or level.

Related Benefits

Time on uncompensated leave in excess of six (6) weeks (30 work days) per year shall not be credited as time on the job for seniority purposes. Employees on uncompensated leave in excess of four (4) weeks (20 work days) per year shall not be provided with fringe benefits unless the employee makes provision for the payment of premiums.