

SHALER AREA SCHOOL DISTRICT

POLICY 539

SECTION: CLASSIFIED EMPLOYEES
 TITLE: UNCOMPENSATED LEAVE
 ADOPTED: February 18, 1998
 REVISED:

539. UNCOMPENSATED LEAVE

1. Purpose In certain instances, classified employees may wish extended leave for personal reasons and the district could benefit from the return of said employee. For that purpose, the following guidelines are established for uncompensated leaves of absence.

2. Authority The Board has the authority and responsibility to establish the conditions
 SC 407 under which uncompensated leave may be taken within the terms of a current collective bargaining agreement.

3. Guidelines Application
 Request for uncompensated leave shall be made to the Superintendent or his/her designee in advance of the desired start date.
 Special consideration will be given to emergencies.
 All applications for such leave are subject to final approval by the Board.
 Commitment Of Employee
 The employee granted an uncompensated leave shall inform the Board prior to the scheduled return date as to his/her intentions.
 Commitment Of Employer
 At the expiration of the uncompensated leave, the employee may be offered the same position previously held or a like position to that previously held.

School Code
522.1