

GARNET VALLEY SCHOOL DISTRICT

SECTION: SUPPORT EMPLOYEES

TITLE: UNCOMPENSATED LEAVE

ADOPTED: December 3, 2007

REVISED: December 1, 2008

539. UNCOMPENSATED LEAVE	
1. Purpose	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. This policy establishes guidelines for granting uncompensated leaves of absence.
2. Authority SC 510	The Board has the authority and responsibility to establish the conditions under which uncompensated leave may be taken.
3. Guidelines	<p>Uncompensated leave shall be granted in accordance with terms of an applicable collective bargaining agreement.</p> <p><u>Application</u></p> <p>Requests for uncompensated leave shall be made 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 (see attached form).</p> <p><u>Period Of Leave</u></p> <p>An uncompensated leave may be granted for a period not to exceed one (1) calendar year.</p> <p><u>Commitment Of Employee</u></p> <p>The employee granted an uncompensated leave shall inform the Board of his/her intentions within ninety (90) days of the scheduled return date.</p> <p>If notification is not received, this shall be considered as termination of employment status.</p>

Commitment Of Employer

At the expiration of uncompensated leave, the employee shall be offered a like position to that previously held.

An employee on uncompensated leave for medical reasons who is contractually entitled to benefits for which premiums are partially or totally paid by the district shall continue to receive such benefits if the employee provides payment for the benefits.

An employee on uncompensated leave for childrearing or other district-approved nonmedical leaves may elect to continue to receive benefits which are contractually available to the employee's job classification upon payment of the total cost of premiums by the employee.

The following guidelines shall apply when a request for an uncompensated long-term leave is to be considered:

1. A request for an uncompensated long-term leave shall be submitted on the appropriate form.
2. Requests for uncompensated long-term leaves for medical reasons shall include a statement from the attending physician substantiating the necessity for the leave.
3. An uncompensated long-term leave for medical reasons shall be provided only after the employee has exhausted all accumulated sick leave or extended sick leave to which the employee is entitled.
4. Sick leave, extended sick leave, or personal days leave shall not be earned during the period of unpaid long-term nonmedical leaves.
5. An approved uncompensated long-term leave does not constitute a break in service for purposes of computing seniority for suspension purposes.
6. An approved uncompensated long-term leave does not constitute employment service time for purposes of computing salary increments.
7. The employee shall not hold other employment while on uncompensated long-term leave for medical reasons.

References:

School Code – 24 P.S. Sec. 510, 1182