

ST. MARYS AREA SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: UNCOMPENSATED LEAVE

ADOPTED: November 8, 2010

REVISED: January 12, 2015

339. UNCOMPENSATED LEAVE	
1. Purpose	The Board recognizes that in certain situations an administrative, professional or support employee may request extended leave for personal reasons, and the district could benefit from the return of the employee. This policy establishes parameters for granting uncompensated leaves of absence.
2. Authority SC 1154	<p>The Board reserves the right to specify the conditions under which uncompensated leave may be taken.</p> <p>Uncompensated leave shall be granted in accordance with provisions of the administrative compensation plan, individual contract, collective bargaining agreement or Board resolution.</p>
3. Guidelines	<p>Requests for uncompensated leave shall be made to the Superintendent as soon as possible in advance of the requested beginning date. Special consideration will be given to emergencies.</p> <p>Approval of uncompensated leave shall be made as follows.</p> <ol style="list-style-type: none">1. The Superintendent may approve unpaid leave of up to five (5) days.2. Unpaid leave of greater than five (5) days must be approved by the Board of School Directors. <p>References:</p> <p>School Code – 24 P.S. Sec. 1154, 1182</p>