



Section ADMINISTRATIVE EMPLOYEES

Title UNCOMPENSATED LEAVE

LACKAWANNA TRAIL SCHOOL DISTRICT

Adopted

Revised

# Lackawanna Trail School District

## 339. UNCOMPENSATED LEAVE

SC 1154(e)

### I. Purpose

The Board recognizes that in certain instances an employe may wish extended leave for personal reasons, and the district could benefit from the return of said employe. This policy establishes guidelines for the award of uncompensated leaves of absence.

### 2. Authority

The Board reserves the right to specify the conditions under which uncompensated leave may be taken.

### 3. Guidelines

#### A. Purpose

Uncompensated leave may be taken for the following purposes: study, travel, special work assignment, or restoration of health.

#### B. Application

Request for uncompensated leave shall be made to the Superintendent and the Board at least six (6) weeks in advance of the desired start date.

All applications are subject to final approval by the Board.

#### C. Period of Leave

An uncompensated leave may be granted for a period as agreed to by the parties. Extensions for one school year shall be considered upon proper application as per B above.

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**D. Commitment of Employee**

The employe granted an uncompensated leave shall inform the Board within eight (8) weeks of the scheduled return date as to his/her intentions. If said notification is not received, action shall be taken to terminate employment.

**E. Commitment of Employer**

At the expiration of the uncompensated leave, the employe shall be returned to the same or an equivalent position. Time on uncompensated leave shall not count as time onm the job and fringe benefits shall not be provided unless the employe makes provision for payment for benefits and this is agreeable to the employer.

School Code

SC 522.1  
1154(e)

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