

<p style="text-align: center;">BLOOMSBURG AREA SCHOOL DISTRICT Policy Manual</p>

Section: CLASSIFIED EMPLOYEES

Title: UNCOMPENSATED LEAVE

Date Adopted: August 17, 1981

Date Last Revised: June 16, 2003

539. UNCOMPENSATED LEAVE

- .1 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 The Board has the authority and responsibility to establish the conditions under which uncompensated leave may be taken.
- .3 Purpose – Uncompensated leave may be taken for the following purposes:
 - .31 travel
 - .32 restoration of health
 - .33 other purposes as defined by the Board.
- .4 Eligibility – Uncompensated leave may be granted to an employee who shall have completed at least one (1) year of regular employment with the district.
- .5 Application
 - .51 Request for uncompensated leave shall be made to the Superintendent, via the immediate supervisor, at least ten (10) weeks in advance of the desired start date.
 - .52 Special consideration will be given to emergencies.
 - .53 All applications for such leave are subject to final approval by the Board.
- .6 Period of Leave

- .61 An uncompensated leave may be granted for any period of time defined by the Board.
- .62 Extensions shall be considered upon proper application as per above.
- .7 The Superintendent may authorize short-term unpaid absences (of 10 working days or less), given consideration of the following criteria: the value of the employee to the district; the reason for, nature, and duration of the absence; and the cost of the employee's absence to the district. No interruption of benefits will occur in such instances.
- .8 Commitment of Employee – The employee granted an uncompensated leave should inform the Board within thirty (30) days of scheduled return date as to his/her intentions.
- .9 Commitment of Employer
 - .91 At the expiration of the uncompensated leave, the employee shall be offered the same position previously held, or a like position to that previously held.
 - .92 Time on uncompensated leave shall not count as time on the job, and fringe benefits shall not be provided unless approved by the Board in advance.