

BLOOMSBURG AREA SCHOOL DISTRICT Policy Manual
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Section: ADMINISTRATIVE EMPLOYEES

Title: UNCOMPENSATED LEAVE

Date Adopted: August 17, 1981

Date Last Revised: February 18, 2003

339. UNCOMPENSATED LEAVE

- .1 The Board recognizes that in certain instances an employee may wish extended leave for personal reasons, and the district could benefit from the return of said employee. This policy establishes guidelines for the award of uncompensated leaves of absence.
- .2 The Board reserves the right to specify the conditions under which uncompensated leave may be taken.
- .3 Purpose – Uncompensated leave may be taken for the following purposes:
 - .31 study
 - .32 travel
 - .33 special work assignment
 - .34 restoration of health
 - .35 other purposes as authorized by the Board.
- .4 Application – Request for uncompensated leave shall be made to the Superintendent at least ten (10) weeks in advance of the desired start date.
 - .41 Special consideration will be given to emergencies.
 - .42 All applications are subject to final approval by the Board.
- .5 Period of Leave – An uncompensated leave may be granted for a period of
 - .51 one semester

- .52 one school year
- .53 other period as authorized by the Board
- .54 Extensions shall be considered upon proper application as per .4 above.
- .6 The Superintendent may authorize short-term unpaid absences of ten (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.
- .7 Commitment of Employee – The employee granted an uncompensated leave should inform the Board within sixty (60) days of the scheduled return date as to his/her intentions.
- .8 Commitment of Employer
 - .81 At the expiration of the uncompensated leave, the employee shall be offered the same position previously held.
 - .82 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.