

SPRINGFIELD TOWNSHIP SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: UNCOMPENSATED LEAVE

ADOPTED: March 18, 2014

REVISED:

339. UNCOMPENSATED LEAVE	
1. Authority	<p>The Board recognizes that in certain situations an administrative, professional, confidential 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.</p>
SC 1154	<p>The Board reserves the right to specify the conditions under which uncompensated leave may be taken. All applications for uncompensated leave extending beyond (10) work days require approval by the Board, upon recommendation of the Superintendent.</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>
2. Guidelines	<p>Uncompensated leave may be taken for the following purposes:</p> <ol style="list-style-type: none"> 1. Childrearing/Parental. 2. Medical condition of immediate family member. 3. Restoration of health. 4. Emergency. 5. Personal necessity, as determined on a case by case basis at the discretion of the Superintendent. <p><u>Application</u></p> <p>Requests for uncompensated leave shall be made on the district form to the Superintendent.</p> <p>Special consideration will be given to emergencies.</p>

Period Of Leave

An uncompensated leave may be granted for a maximum period of one (1) school year.

Extensions shall be considered upon proper application.

Commitment Of Employee

The employee granted an uncompensated leave of absence shall inform the Superintendent of his/her intentions prior to the scheduled return date.

If notification is not received, it shall be assumed that the employee has terminated employment with the district.

Commitment Of Employer

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

Unless otherwise specified to the contrary in a CBA, agreement, or contract, all fringe benefits, including but not limited to health, dental, life, disability, seniority, and vacation accrual will continue during uncompensated leave of duration of (10) work days or less. All fringe benefits will cease and will no longer continue to accrue during uncompensated leave exceeding (10) work days.

Exchange Teaching Programs

A leave of absence may be granted to a professional employee for the purpose of participating in exchange teaching programs in other states, territories or countries. Such requests shall be submitted to the Superintendent or designee for Board approval.

References:

School Code – 24 P.S. Sec. 1154, 1182