

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: UNCOMPENSATED LEAVE

ADOPTED: July 20, 1999

REVISED: May 17, 2011

SOUTHERN FULTON SCHOOL DISTRICT

339. UNCOMPENSATED LEAVE	
1. Authority	<p>The Board recognizes that in certain instances an employee may request 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.</p>
SC 1154(e)	<p>The Board reserves the right to specify the conditions under which uncompensated leave may be taken.</p>
2. Guidelines	<p><u>Application</u></p> <p>Requests for uncompensated leave shall be made to the Superintendent in advance of the requested beginning date. Special consideration may be given to emergencies.</p> <p>All applications are subject to final approval by the Board.</p> <p><u>Period Of Leave</u></p> <p>An uncompensated leave may be granted for a period of one (1) semester or one (1) school year. Extensions shall be considered upon proper application.</p> <p><u>Commitment Of Employee</u></p> <p>The employee granted an uncompensated leave of absence shall inform the Board of his/her intentions within ninety (90) days of the scheduled return date.</p> <p>If notification is not received, it shall be assumed that the employee has terminated employment with the district.</p> <p><u>Commitment Of Employer</u></p> <p>At the expiration of uncompensated leave, the employee shall be offered the same position previously held or a like position to that previously held.</p>

<p>Pol. 317</p>	<p>Time on uncompensated leave shall not count as time on the job, and fringe benefits shall not be provided unless the employee provides payment for benefits.</p> <p><u>Short-Term Leaves Of Absence Without Pay (Deduct Days)</u></p> <p>Unpaid leaves of absence of five (5) or fewer days may be granted at the Superintendent's discretion.</p> <p>The number of deduct days taken during a school year will be reflected in the employee's annual evaluation.</p> <p>Failure to obtain approval for any unpaid leave shall be grounds for disciplinary action, including the possibility of termination.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 522.1, 1154</p> <p>Board Policy – 317</p>
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