

HAMBURG AREA SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: UNCOMPENSATED LEAVE

ADOPTED: August 24, 2015

REVISED:

<p>1. Authority</p> <p>2. Guidelines</p>	<p style="text-align: center;">339. UNCOMPENSATED LEAVE</p> <p>The Board recognizes that in certain instances an employee may wish to take an unpaid leave for personal reasons, and the district could benefit from the return of said employee. This policy covers those instances not covered by the Family and Medical Leave Act.</p> <p>Uncompensated leaves may be granted subject to the following conditions:</p> <ol style="list-style-type: none"> 1. It shall be determined on a case-by-case basis whether or not an uncompensated leave may be granted. Leaves of four (4) days or more require explicit Board approval. Shorter leaves require the approval of the Superintendent. 2. Requests for anticipated uncompensated leave should be made to the Superintendent at least sixty (60) days in advance. 3. An uncompensated leave may be granted for a period of from one (1) day to one (1) year. Extensions may be granted by the Board. 4. During the period of the uncompensated leave the employee shall receive no salary or wage. Benefit compensation will be in accordance with the collective bargaining agreements and contracts. 5. The employee shall not accrue sick leave days nor be eligible for personal or emergency leave during the course of the uncompensated leave. 6. Approved leaves shall not constitute a break in service for purposes of computing seniority for suspension purposes. Seniority shall continue to accrue during the period of the leave. However, if the leave extends for one (1) year or more, the period of the leave would not count as service toward salary step progression. 7. Uncompensated leave granted a temporary professional employee or a probationary employee would not count as service toward tenure or secured employment if the leave extended for one (1) semester or more.
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<p>Pol. 317</p>	<p>8. The employee shall keep the Superintendent or designee informed of his/her intentions to return to work. Since situations vary greatly with the length of the leave and the circumstances under which it was taken, this should be handled on an individual basis. As a general rule, thirty (30) days notice should be given.</p> <p>9. At the expiration of the uncompensated leave, the employee may return to the same position previously held or a similar position for which s/he is qualified and certified, if such positions exist.</p> <p>10. In cases wherein leave is not granted and wherein employee absence is not excusable under other existing policy, the employee shall be subject to a deduction in salary for each day of such absence, an amount to be determined by dividing the employee's contract salary or hourly rate for the current school term by the number of duty days as included in the current school calendar.</p> <p>11. It shall also be understood that the Board shall consider all unauthorized absences from duty as a breach of contract and in its discretion may consider such absences as sufficient cause for dismissal in violation of school rules.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1154, 1182</p> <p>Board Policy – 317, 333</p>
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