

BRANDYWINE HEIGHTS AREA SCHOOL DISTRICT

SECTION: ADMINISTRATIVE
EMPLOYEES
TITLE: UNCOMPENSATED LEAVE
ADOPTED: June 28, 2004
REVISED: September 9, 2013

339. UNCOMPENSATED LEAVE	
1. Purpose	The Board recognizes that in certain situations an employee may request extended leave for personal reasons, and the district could benefit from the return of the employee. This policy establishes guidelines for granting uncompensated leaves of absence.
2. Authority SC 1154	The Board reserves the right to specify the conditions under which uncompensated leave may be taken. All other leaves must be exhausted prior to approving uncompensated leave.
3. Guidelines	<p><u>Application</u></p> <p><u>Leave Of Absence - Short Duration</u></p> <p>An unpaid leave of absence will be considered when:</p> <ol style="list-style-type: none"> 1. The situation could not be anticipated by the employee; or 2. It is beyond the control of the employee; or 3. It constitutes an emergency in the immediate family of the employee; or 4. It is a unique situation not likely to recur in the future. <p>Requests for uncompensated leave by administrative employees shall comply with the following:</p> <ol style="list-style-type: none"> 1. Requests for uncompensated leave shall be made to the Superintendent. All requests shall include the reason(s) for requesting unpaid leave. 2. The length of an unpaid leave to be acted upon by the district administration shall not exceed five (5) consecutive regularly scheduled staff work days. A staff member may opt to reduce the unpaid portion of the leave by using a personal

leave day; however, the length of the leave subject to administrative action shall not exceed the five (5) day limitation annually.

3. It shall be within the province of the Superintendent to have final approval or disapproval regarding any unpaid leave which does not exceed five (5) scheduled staff work days.
4. A district professional staff member who fails to comply with the decision that his/her request for an unpaid leave has been disapproved will be subject to appropriate disciplinary action.
5. In order to provide for emergency-type situations, stipulations as stated above for the submission of requests for unpaid leave may be waived at the discretion of the Superintendent.

Leave Of Absence - Long Duration

Requests for uncompensated leave by administrative employees shall comply with the following:

1. Requests for uncompensated leave shall be made to the Superintendent in advance of the required beginning date. All requests shall include the reason(s) for requesting unpaid leave.
2. A district professional staff member who fails to comply with the decision that his/her request for an unpaid leave has been disapproved will be subject to appropriate disciplinary action.
3. In order to provide for emergency-type situations, stipulations as stated above for the submission of requests for unpaid leave may be waived at the discretion of the Superintendent.
4. All applications are subject to final approval by the Board.

Commitment of Employee

The employee granted an uncompensated leave of absence shall inform the Board of his/her intentions of the scheduled return date. If leave exceeds six (6) months, employee must provide a status report to the Superintendent Office midway through the leave. Additionally, the employee must notify the Superintendent Office by June 1st their intentions to continue employment with the School District.

Commitment of Employer

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<p>School Code 1154</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>
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