

# CARLISLE AREA SCHOOL DISTRICT

SECTION: SUPPORT EMPLOYEES

TITLE: UNCOMPENSATED LEAVE

ADOPTED: October 19, 2006

REVISED:

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| <p>1. Purpose</p> <p>2. Authority<br/>SC 510</p> <p>3. Guidelines</p> | <p style="text-align: center;">539. UNCOMPENSATED LEAVE</p> <p>The Board recognizes that in certain situations a support 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.</p> <p>The Board has the authority and responsibility to establish the conditions under which uncompensated leave may be taken.</p> <p><u>Application</u></p> <p>Requests for uncompensated leave shall be made to the Superintendent.</p> <p>Special consideration will 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.</p> <p>Extensions shall be considered upon proper application.</p> <p><u>Commitment Of Employee</u></p> <p>The employee granted an uncompensated leave shall inform the Superintendent or designee of his/her intentions prior to the scheduled return date.</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> |
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| School Code<br>510 |  |
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