

## *Employee Leave*

### ***Uncompensated Leaves***

Requests for uncompensated leave shall be made on the district form to the Superintendent. Special consideration will be given to emergencies.

#### Period of Leave

Uncompensated leaves, when permitted, are generally for a period of one (1) semester or one (1) school year although longer or shorter times may be permitted. Extensions shall be considered upon proper application.

If the absence of an employee exceeds the number of total accumulated leave days available to that employee, then in such event, the return of the employee shall be at the sole discretion of the Board as recommended by the Superintendent. This provision is subject only to the limitations of any applicable law, including but not limited to the Americans With Disabilities Act (ADA), the Family Medical Leave Act and the Pennsylvania Workers Compensation Act, and any applicable employment agreement. Should the employee request to return to work prior to their approved scheduled return date, it shall be at the sole discretion of the Board to approve the request as recommended by the Superintendent.

#### Commitment of Employee

The employee granted an uncompensated leave of absence shall inform the Board of their intentions within ninety (90) days of the scheduled return date.

#### 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.

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.

**Note:** Nothing in this Policy is intended to conflict with any applicable administrative compensation plan, individual employment contract, collective bargaining agreement, Board-approved employee handbook, or Board resolution. To the extent that any provision in this Policy conflicts with a provision contained in the applicable administrative compensation plan, individual employment contract, collective bargaining agreement, Board-approved employee handbook, or Board resolution, the provision of the applicable administrative compensation plan, individual employment contract, collective bargaining agreement, Board-approved employee handbook, or Board resolution shall control.

*Criteria for Professional Award Justifying Additional Leave*

The Superintendent may waive the three-day limit, in the event that a professional employee receives a teacher of the year award or its “equivalent” from the Pennsylvania Department of Education or United States Department of Education. It shall be the sole discretion of the District to determine what awards constitute “equivalent.”

The employee must use all their paid personal days available beyond the initial three days before paid additional leave is granted.