

# HAMPTON TOWNSHIP SCHOOL DISTRICT

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: UNCOMPENSATED LEAVE

ADOPTED: April 28, 2004

REVISED:

<p>1. Purpose</p> <p>2. Authority SC 1154</p> <p>3. Guidelines  Pol. 335</p>	<p style="text-align: center;">339. UNCOMPENSATED LEAVE</p> <p>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.</p> <p>The Board reserves the right to specify the conditions under which uncompensated leave may be taken.</p> <p><u>Leave for Childbirth</u></p> <p>Leave for childbirth shall be granted in accordance with Board policy on family and medical leaves.</p> <p><u>Leave for Childrearing</u></p> <p>A leave of absence for childrearing shall be provided for male and female administrative employees.</p> <p>The employee shall give the district sixty (60) days advance notice of the estimated commencement date of the childrearing leave.</p> <p>Childrearing leave shall commence thirty (30) calendar days after the birth of the child, except in unusual cases certified by a physician.</p> <p>Sick leave benefits shall not be paid during a childrearing leave.</p> <p>In consideration of the interests of the district in the continuity and maintenance of a qualified and competent staff, the employee has a responsibility to inform the district promptly of changes of intent to return.</p>
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Adoptive Parent Leave

An administrative employee, who adopts a minor child below school age or minor child requiring temporary special home care, upon written request to the Superintendent, shall be granted a leave of absence without pay for a period of time not to exceed the next three (3) consecutive semesters following the date of custody of the child.

The period of adoptive parent leave shall not be included in any period required to establish eligibility for tenure or promotion.

Return from Childbirth, Childrearing and/or Adoptive Parent Leave

Sixty (60) calendar days prior to an employee's return from leave, the employee shall confirm, in writing, intent to return to the district on either the first day of the first, second or third semester beginning after the birth of the child, or the commencement of the childrearing or adoptive parent leave. Failure to notify the district shall be considered as a resignation.

A female employee who suffers an interrupted pregnancy, stillbirth, or death of a child for whom she has received leave may, upon written notification to the Superintendent, be returned to service following certification by her physician that she is physically able to do so.

Upon returning from childbirth, childrearing and/or adoptive parent leave, employees shall be assigned to positions similar to the one which they left within their area of certification. Should an employee not be assigned to a former position or building, such decision shall not be arbitrary or capricious.

General Conditions Applicable to Uncompensated Leaves

1. Salary payment shall not be made for the period of uncompensated leave.
2. Sick leave shall accumulate on a pro-rata basis for the portion of the year employed but not during the uncompensated leave of absence.
3. Payments shall not be made on behalf of the employee for social security coverage or to the Public School Employees' Retirement System during the term of uncompensated leave.

<p>School Code 1154</p>	<ol style="list-style-type: none"><li>4. Uncompensated leave may not be used for advancement on the salary schedule. When uncompensated leave is taken during the school year, the employee shall not advance on the salary schedule until s/he returns to employment and completes the equivalent of a full school year. A full school year shall include the days worked in the school year prior to the leave.</li><li>5. Benefits provided by the administrative compensation plan, individual contract, or Board policy may not be utilized by an employee while on uncompensated leave, except where required by law.</li><li>6. Failure on the part of the employee to abide by the conditions applicable to uncompensated leave shall be reason for terminating the obligation of the Board to grant or continue such leave, and will be considered a formal resignation.</li><li>7. All benefits to which an administrative employee was entitled at the time uncompensated leave commenced, including seniority, unused accumulated sick leave, and credits toward sabbatical eligibility, shall be continued upon the employee's return.</li><li>8. The Board shall permit administrative employees on uncompensated leave to continue school group insurance policies, for the period of childbirth, childrearing, or adoptive parent leave, by making advance monthly payment of the full premium cost of such insurance to the district.</li><li>9. Any uncompensated leave not covered by this policy may, at the discretion of the Board, be considered for approval based on the individual merit of each specific application.</li></ol>
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