LENAPE TECHNICAL SCHOOL

SECTION: NONINSTRUCTIONAL EMPLOYEES

TITLE: UNCOMPENSATED LEAVE

ADOPTED: August 2, 2007

REVISED:

539. UNCOMPENSATED LEAVE

1. Purpose

The Joint Operating Committee recognizes that in certain situations a noninstructional employee may request extended leave for personal reasons, and the school could benefit from the return of the employee. This policy establishes guidelines for the award of uncompensated leaves of absence.

2. Authority
SC 1850.1

Uncompensated leave will be reviewed on a case-by-case basis. Unless the leave is a contractual or statutory right, the granting of such leave is solely within the discretion of the Joint Operating Committee and the Joint Operating Committee reserves the right to specify the conditions under which uncompensated leave may be taken.

3. Guidelines

Application

Requests for uncompensated leave shall be made to the Administrative Director. Except in the case of an emergency, requests should be made in as far in advance as possible. Insufficient time for the School to accommodate a leave request may be grounds for not granting the leave.

Special consideration will be given to emergencies.

All applications are subject to final approval by the Joint Operating Committee.

Period Of Leave

An uncompensated leave may be granted for a period of up to one (1) school year.

Commitment Of Employee

The employee granted an uncompensated leave of absence shall timely inform the Administrative Director prior to the scheduled return date as to his/her intentions. The deadline for informing the Director may be a specified condition under which the leave may be granted.

Fringe Benefits

While on uncompensated leave, the employee shall not be entitled to any employer paid benefits, including but not limited to, health insurance. While on uncompensated leave, the employee shall not accrue any additional personal days or sick days.

School Code
1850.1