

Book	Policy Manual
Section	500 Classified Employees
Title	Uncompensated Leave
Code	539
Status	Policy Committee Review
Adopted	February 9, 2010
Last Revised	October 22, 2024

Purpose

The Board recognizes that in certain situations a classified 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.

Authority

The Board has the authority and responsibility to establish the conditions under which uncompensated leave may be taken except for any possible effect of a valid collective bargaining agreement currently in force.[1]

The Superintendent or designee shall notify the Board of all uncompensated leave provided as a reasonable accommodation in accordance with applicable law and regulations.[2]

Guidelines

Uncompensated leave may be taken in accordance with applicable law and regulations, and for the following purposes:[2]

1. Childrearing/Parental.
2. Medical condition of immediate family member (child, spouse, or parent)
 - Child-A biological, adopted, foster, stepchild, legal ward, or child of a person standing in loco parentis
 - Spouse- A husband or wife, including same-sex marriages
 - Parent-A biological, adoptive, foster, stepparent, parent-in-law, legal guardian, or other person who stood in loco parentis to the employee when they were a child
3. Religious observance.
4. Restoration of health.
5. Elected public office.[3]
6. Emergency

Application

Requests for uncompensated leave shall be made on the district form or in writing made to the Superintendent in advance of the required beginning date.

Special consideration will be given to emergencies.

All applications are subject to final approval by the Board.

Commitment of Employee

The employee granted an uncompensated leave shall inform the Board of ~~his/her~~ their intentions prior to the scheduled return date per the district procedures.

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 except in accordance with the terms of an applicable collective bargaining agreement.

Period of Leave

Uncompensated leave provided as a reasonable accommodation, based on the needs of a qualified employee, shall be granted in accordance with applicable law, regulations and Board policy.[2][4]

Uncompensated leave requested by a school employee who has been elected to public office as a county official in any Pennsylvania county shall be granted for the first four (4) years of the elected period of service, in accordance with applicable law. Upon conclusion of the leave, the employee shall be entitled to a position similar to the position held prior to the leave of absence. To qualify for uncompensated leave, such employee shall have been

Maternity/Child Rearing Leave

It is the intent of the Board that its employees shall be granted leave for maternity and child rearing purposes which is in accordance with applicable collective bargaining agreements or employee agreements.

The Superintendent is directed to write implementing procedures.

Legal

[1. 24 P.S. 510](#)

[24 P.S. 1182](#)