

A. W. BEATTIE CAREER CENTER

SECTION: EMPLOYEES

TITLE: UNCOMPENSATED LEAVE

ADOPTED: December 9, 1999

FIRST READING: August 21, 2025

APPROVED: September 25, 2025

339. UNCOMPENSATED LEAVE

1. Purpose

The Joint Operating Committee (JOC) recognizes that in certain situations an employee may request extended leave for personal reasons following the exhaustion of all entitled leaves and the Career Center could benefit from the return of the employee. This policy establishes guidelines for uncompensated leaves of absence. An uncompensated leave may be granted for a period of one (1) semester or one (1) school year. Extensions shall be considered upon proper application.

The JOC may consider uncompensated leaves of absence requests beyond what is provided in relevant law, in Career Center policies and in employee contracts that will take into account:

- a. the interests and welfare of the requesting employee
- b. the broad interests of the Career Center in its service to students
- c. the related interests of fellow employees

The JOC reserves the right to review each request for leave and to approve or reject the same on the merits of each case. The JOC shall endeavor to meet all such requests fairly and will make its decision predicated upon the best interest of the A.W. Beattie Career Center.

The JOC reserves the right to request such supporting data as it sees fit regarding each leave request and to determine the length of leave it will approve.

The employee granted an uncompensated leave of absence shall inform the JOC of their intentions to return at least thirty (30) days prior to the scheduled return date. Failure of the employee to return to compensable status upon termination of the approved leave at the designated time shall be construed to be a voluntary termination of employment.

Employees on uncompensated leave shall not count as time on the job and shall not be entitled to fringe benefits, including vacation time or personal time, and insurance benefits shall not be provided unless the employee makes provision for payment of their insurance benefits at their sole cost.

339. Uncompensated Leave

The Executive Director can grant an uncompensated leave up to three days as per the terms of these guidelines. The decision is non-precedent-setting and not grievable.

The JOC will have final determination of all uncompensated leaves in excess of three days in length. Uncompensated leave may be granted in accordance with provisions of any administrative compensation plan, individually contract, collective bargaining agreement or JOC resolution. The JOC reserves the right to specify conditions under which uncompensated leave may be taken. All applications for uncompensated leave require approval by the JOC, except as otherwise provided herein.