



Book	Policy Manual
Section	300 Employees
Title	Uncompensated Leave
Code	339
Status	Active
Adopted	November 18, 2013
Last Revised	March 19, 2026
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Prior Revised Dates	11/18/2013

Purpose

The Board recognizes that employees may experience circumstances requiring absence from duty after all paid leave has been exhausted. This policy establishes parameters for Leave Without Pay (LWOP) to ensure consistency, operational continuity and compliance with applicable law while maintaining standards of professional responsibility.

Definitions

Uncompensated Leave or Leave Without Pay (LWOP) - An absence for which an employee receives no compensation and has exhausted or is not eligible for paid leave.

Authority

The Board recognizes that in certain situations, an administrative, professional, or support employee may request extended leave for personal reasons. This policy establishes parameters for granting uncompensated pay or LWOP.

The Board delegates authority to the Superintendent or designee to develop administrative regulations that establish procedures for the submission, review, approval, and denial of requests for uncompensated leave (LWOP). The Superintendent or designee is further authorized to approve or deny such requests in accordance with this policy, applicable collective bargaining agreements, and governing law.[\[1\]](#)

Guidelines

General Conditions-

1. LWOP is not an entitlement and is granted at the district's discretion.
2. Employees must exhaust all available paid leave prior to requesting LWOP, unless otherwise required by law or approved by the Superintendent/designee.

3. LWOP shall not be used to circumvent attendance expectations, contractual obligations, or approved leave processes.

Legal Compliance-

The district shall comply with all applicable laws, including but not limited to:

1. Family and Medical Leave Act (FMLA).
2. Americans with Disabilities Act (ADA).
3. Pennsylvania School Code. [\[1\]](#)[\[2\]](#).

Protected leave shall not be denied or disciplined under this policy.

Legal

[1. 24 P.S. 1154](#)

[2. 24 P.S. 1182](#)

[20 U.S.C. 1681 et seq](#)

[29 CFR Part 1636](#)

[34 CFR Part 106](#)

[42 U.S.C. 12101 et seq](#)

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