

EAST STROUDSBURG AREA SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: UNCOMPENSATED LEAVE

ADOPTED: August 19, 2002

REVISED: March 19, 2007
February 22, 2021
December 18, 2023

339. UNCOMPENSATED LEAVE	
1. Purpose	The Board recognizes that in certain situations an employee may request extended leave for personal reasons, and the school district could benefit from the return of the employee. This policy establishes guidelines for granting uncompensated leaves of absence.
2. Authority SC 510	The Board has the authority and responsibility to establish the conditions under which uncompensated leave may be taken.
3. Guidelines	<p><u>Application</u></p> <p>At least sixty (60) days in advance of the requested commencement date, the employee shall submit written notification to the Superintendent or designee stating the commencement date and anticipated return date of the leave.</p> <p>If specific circumstances have made it impossible for the employee to have anticipated the need for and/or duration of the leave, strict adherence to the notification time limits shall be waived to the extent required in such circumstances. The employee shall notify the Superintendent or designee of any modifications in the anticipated duration of the leave.</p> <p>All applications are subject to final approval by the Board.</p> <p>A request for an emergency or short term leave without pay may be granted or denied by the Superintendent if action is necessary between School Board meetings.</p> <p><u>Period Of Leave</u></p> <p>Employees shall be required to apply for uncompensated leave on a per semester basis. An uncompensated leave may be granted for a period of one (1) semester or up to one (1) school year. Applications will be reviewed every 90 days from the onset of the request. Any variations to these time periods are subject to the approval of the Superintendent.</p>

SC 1176-1181	<p>Extensions for one (1) semester or up to one (1) school year shall be considered upon proper application and approved by the Board.</p> <p><u>Commitment Of Employee</u></p> <p>The employee granted an uncompensated leave shall inform the Board of his/her intentions of the scheduled return date.</p> <p><u>Commitment Of Employer</u></p> <p>At the expiration of uncompensated leave, the employee shall be offered the same position previously held or a like position to that previously held.</p> <p>Time on uncompensated leave shall not count as time on the job. Effective January 1, 2024, if an employee currently has healthcare through the district, the district will continue coverage through the last calendar day of the month in which the uncompensated leave commenced. The employee shall only be responsible for paying their health care contribution (HCC-per pay) as set forth in their current contract/agreement. COBRA/insurance continuation will be offered, at the employee's expense, the first day of the following month.</p> <p>Employees shall be eligible for military leave as provided by law. Service credit shall continue to accrue during the period of military leave.</p>
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