

**LUZERNE
INTERMEDIATE
UNIT #18**

**SECTION: LUZERNE INTERMEDIATE
UNIT EMPLOYEES**

TITLE: UNCOMPENSATED LEAVE

ADOPTED: NOVEMBER 20, 2002

REVISED: JUNE 18, 2014

339. UNCOMPENSATED LEAVE	
1. PURPOSE	The Board recognizes that in certain situations an employee may request extended leave for personal reasons, and the intermediate unit could benefit from the return of the employee. This policy establishes guidelines for granting uncompensated leaves of absence.
2. AUTHORITY SC 1154	The Board reserves the right to specify the conditions under which uncompensated leave may be taken.
3. GUIDELINES	<p>Uncompensated leave shall be granted in accordance with provisions of the administrative compensation plan or individual contract.</p> <p>During professional leave without pay, employees shall be given the option of continued participation in medical and dental programs at their own cost.</p> <p><u>Application</u></p> <p>Requests for uncompensated leave shall be made to the Executive Director in advance of the requested beginning date.</p> <p>Special consideration will be given to emergencies.</p> <p>All applications are subject to final approval by the Board.</p> <p><u>Commitment of Employee</u></p> <p>The employee granted an uncompensated leave of absence shall inform the Board of his/her intentions prior to the scheduled return date.</p>
School Code 1154	

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