

SECTION: PROFESSIONAL
EMPLOYEES

TITLE: UNCOMPENSATED LEAVE

ADOPTED: FEBRUARY 19, 1996

REVISED:

Lebanon School District

	439. UNCOMPENSATED LEAVE	1
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1. Purpose	The Board recognizes that in certain	4
SC 1154	instances an employe may wish extended leave for	5
(e)	personal reasons, and the district could benefit	6
	from the return of said employe. This policy	7
	establishes guidelines for the award of	8
	uncompensated leaves of absence.	9
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2. Authority	The Board reserves the right to specify the	11
	conditions under which uncompensated leave may be	12
	taken.	13
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3. Guidelines	Leaves of absence, other than sabbatical,	15
	anticipated disability or military, may be granted	16
	at the discretion of the Board for a period not to	17
	exceed one (1) year for valid reasons as approved	18
	and recommended by the Superintendent. Such leaves	19
	shall be granted without salary or fringe benefits	20
	unless the latter are paid personally by the	21
	employe.	22
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	Employes returning from such leave of absence	24
	shall receive no increments in salary for the time	25
	missed, but shall be paid the salary to which they	26
	were entitled at the time of granting the leave.	27
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	An employe with a year's leave of absence and	29
	planning to return to work shall notify the Super-	30
	intendent at least sixty (60) days prior to the	31
	expected date of return. Those with a leave of	32
	absence of less than one (1) year's duration shall	33
	notify the Superintendent at least thirty (30)	34
	days prior to the expected date of return.	35
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	<u>Deduction for Absence</u>	37
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	For all contracted professional employes,	39
	salary deductions due to absence for which regular	40
	pay is not granted, will be based on the total	41
	number of working days as called for in the	42
	employe's contract, divided by the number of days	43
	absent.	44
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	Page 1 of 1	