

SECTION: CLASSIFIED EMPLOYEES

TITLE: UNCOMPENSATED LEAVE

ADOPTED: MARCH 19, 1996

REVISED:

Lebanon School District

	539. UNCOMPENSATED LEAVE	1
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1. Purpose	In certain instances, classified employes may wish extended leave for personal reasons and the district could benefit from the return of said employe. For that purpose, the following guidelines are established for uncompensated leaves of absence.	5 6 7 8 9 10
2. Authority	The Board has the authority and responsibility to establish the conditions under which uncompensated leave may be taken.	11 12 13 14
SC 407		15
3. Guidelines	Leaves of absence, other than those described in Policies 534, 535, 536, 537, may be granted to non-unit, classified personnel at the discretion of the Board for a period not to exceed one (1) year for valid reasons as approved and recommended by the Superintendent. Such leaves will be granted without salary or fringe benefits unless the latter are paid personally by the employe.	16 17 18 19 20 21 22 23 24
	Classified personnel returning from such leave of absence shall receive no increments in salary for the time missed, but shall be paid the salary to which they were entitled at the time of granting the leave. Seniority time shall be reduced by the period of absence.	25 26 27 28 29 30
	Classified personnel with a year's leave of absence and planning to return to work shall notify the Superintendent at least sixty (60) days prior to the expected date of return. Those with a leave of absence of less than one (1) year's duration shall notify the Superintendent at least thirty (30) days prior to the expected date of return.	31 32 33 34 35 36 37 38 39
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Deduction for Absence

For all non-unit, classified employes, salary deductions due to absence for which regular pay is not granted will be based on the total number of working days in the employe's work year, divided by the number of days absent. Hourly workers will be deducted by the number of hours missed.

All requests for leaves of absence shall be submitted in writing to the Superintendent. Requests for a leave of five (5) working days or less shall be submitted on the form "Request for Leave or Vacation Days." Requests for a leave longer than five (5) working days shall be submitted in letter form.

Requests for leaves longer than five (5) working days shall be submitted along with recommendations, by the Superintendent to the Board.

School Code
522.1