



Section: ADMINISTRATIVE EMPLOYEES
Title: UNCOMPENSATED LEAVE
Adopted: February 20, 1996
Revised:

	331. UNCOMPENSATED LEAVE	
<p>1. Purpose</p> <p>2. Authority</p> <p>3. Guidelines</p>	<p>The Joint Operating Committee recognizes that in certain instances an employee may wish extended leave for personal reasons, and the school could benefit from the return of said employee.</p> <p>The Joint Operating Committee reserves the right to specify the conditions under which uncompensated leave may be taken.</p> <p><u>Emergency Leave Without Pay</u> Leaves of absence without pay for reasons other than those covered in the Collective Bargaining Agreement and the Policy Manual may be granted for emergency reasons based on the following:</p> <ul style="list-style-type: none"> • The Administrative Director may authorize leave without pay for employees, upon receipt of a written request. • Leaves without pay may be granted to an employee who has used his/her personal days and is in need of time off to attend a personal situation. Such situations include family matters and/or financial responsibilities that require an employee to be absent from work. Settling estates, and other situations of similarly obvious importance are legitimate reasons for granting emergency leaves of absence without pay. <p><u>Military Leave Without Pay</u> Military leave shall be available to the employees in accordance with the provisions of Sections 1176 through 1181 of the Public School Code. These provisions shall apply when an employee volunteers for military service during time of war or national emergency or is inducted into the armed services at any time. By these provisions the employee retains full rights to his/her position, salary increments and retirement benefits during the period of his/her absence.</p>	<p>SC 1154(e)</p> <p>SC 1176-1181</p>

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Employee members of Military Reserve and National Guard units who have been called to active duty shall present to the Administrative Director a copy of the order of call to active duty. Although there is no requirement for the Joint Operating Committee to provide benefits in addition to those required by the School Code, all benefits provided by the School for the active employee and his/her family shall be continued for a period of forty-five (45) days after any separate call to active duty. After the forty-five (45) period, the employee shall be offered the opportunity to continue medical benefits under the school program for the employee and his/her family, at the sole cost of the employee. Upon return to active employment, the employee will be reinstated in the benefits program with the seniority and status which would have been earned had the employee not entered military service.

(Refer to Policy 429 for “Staff Absence Reporting” form.

Additional clarification should be attached as directed by an administrator.

