

# NORTHERN WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: UNCOMPENSATED LEAVE

ADOPTED: October 20, 2011

REVISED:

	339. UNCOMPENSATED LEAVE
1. Purpose	The Joint Operating Committee recognizes that in certain situations an employee may request extended leave for personal reasons, and the center could benefit from the return of the employee. This policy establishes guidelines for the award of uncompensated leaves of absence.
2. Authority SC 1154, 1850.1	The Joint Operating Committee 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 Administration Benefits statement.</p> <p><u>Application</u></p> <p>Requests for uncompensated leave shall be made to the Chief School Administrator or designee in advance of the requested beginning date. Special consideration will be given to emergencies.</p> <p>All applications are subject to final approval by the Joint Operating Committee.</p> <p><u>Period Of Leave</u></p> <p>An uncompensated leave may be granted for a period of up to one (1) year.</p> <p>Extensions shall be considered upon proper application.</p> <p><u>Commitment Of Employee</u></p> <p>The employee granted an uncompensated leave of absence shall inform the Chief School Administrator or designee within thirty (30) days of the scheduled return date as to his/her intentions.</p>

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<p>School Code 1154, 1850.1</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>
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