

**NORTHERN
WESTMORELAND
CAREER AND
TECHNOLOGY CENTER**

SECTION: NON-INSTRUCTIONAL
EMPLOYEES

TITLE: UNCOMPENSATED LEAVE

ADOPTED: October 20, 2011

REVISED:

<p>1. Purpose</p> <p>2. Authority SC 1850.1</p> <p>3. Guidelines</p>	<p style="text-align: center;">539. UNCOMPENSATED LEAVE</p> <p>The Joint Operating Committee recognizes that in certain situations a non-instructional 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.</p> <p>The Joint Operating Committee has the authority and responsibility to establish the conditions under which uncompensated leave may be taken.</p> <p><u>Application</u></p> <p>Requests for uncompensated leave shall be made to the Administrative Director in advance of the required 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) school 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 shall inform the Joint Operating Committee prior to the scheduled return date as to his/her intentions.</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> <p>Time on uncompensated leave shall not count as time on the job.</p>
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School Code 1850.1	
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