

VENANGO TECHNOLOGY CENTER

SECTION: EMPLOYEES

TITLE: UNCOMPENSATED LEAVE

ADOPTED: May 4, 2009

REVISED:

339. UNCOMPENSATED LEAVE	
1. Authority	<p>The Joint Committee recognizes that in certain situations an administrative, professional or support employee may request extended leave for personal reasons, and the center could benefit from the return of the employee. This policy establishes parameters for granting uncompensated leaves of absence.</p>
SC 1154, 1850.1	<p>The Joint Committee reserves the right to specify the conditions under which uncompensated leave may be taken. All applications for uncompensated leave require approval by the Joint Committee, upon recommendation of the Director.</p> <p>Uncompensated leave shall be granted in accordance with provisions of the administrative compensation plan, individual contract, collective bargaining agreement or Joint Committee resolution.</p>
2. Guidelines	<p><u>Application</u></p> <p>Requests for uncompensated leave shall be made to the Director in advance of the requested beginning date.</p> <p>Special consideration will be given to emergencies.</p> <p><u>Commitment Of Employee</u></p> <p>The employee granted an uncompensated leave of absence shall inform the Joint Committee of his/her intentions prior to the scheduled return date.</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, and fringe benefits shall not be provided, unless the employee provides payment for benefits.</p>

References:

School Code – 24 P.S. Sec. 1154, 1182, 1850.1