SENECA VALLEY SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: UNCOMPENSATED LEAVE

ADOPTED:

REVISED: August 14, 2006

539. UNCOMPENSATED LEAVE

1. Purpose

The Board recognizes that in certain situations a classified employee may request extended leave for personal reasons, and the district could benefit from the return of the employee. This policy establishes guidelines for the award of uncompensated leaves of absence.

2. Authority
SC 407

Authorization shall be given to the Superintendent to grant approval, on a non-precedential case-by-case basis, for up to five (5) days per school year of unpaid leave of absence from work for bona fide emergencies or personal reasons to any employee of the Seneca Valley School District. All other unpaid leaves of absence must receive the prior approval of the Board of School Directors.

An employee taking an unpaid leave of absence without the approval of the Superintendent or the Board may be disciplined as the Board deems appropriate.

This policy applies to all employees of the district unless otherwise specifically contracted by a formal employment contract or bargaining unit agreement.

3. Guidelines

Application

Absent the existence of an emergency situation, all requests for unpaid personal leaves should be presented to the Superintendent ten (10) days prior to the commencement of the requested leave.

School Code
522.1