

**LUZERNE
INTERMEDIATE
UNIT #18**

**SECTION: PROFESSIONAL EMPLOYEES
TITLE: UNCOMPENSATED LEAVE
ADOPTED: NOVEMBER 20, 2002
REVISED: FEBRUARY 26, 2014**

439. UNCOMPENSATED LEAVE	
1. PURPOSE	The Board recognizes that in certain situations an employee may request extended leave for personal reasons not covered by the Family Medical Leave Act. This policy established guidelines for granting uncompensated leaves of absence.
2. AUTHORITY	The Board reserves the right to approve or deny uncompensated leave. The Board will also determine if the request will place undue hardship on the Luzerne Intermediate Unit.
3. GUIDELINES	<p>Uncompensated leave shall be granted in accordance with provisions of the collective bargaining agreement.</p> <p><u>Application</u></p> <p>Requests for uncompensated leave shall be made to the Executive Director and will be submitted for Board approval.</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 Board of the specific dates of absence.</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>