

SECTION: CLASSIFIED EMPLOYEES  
 TITLE: UNCOMPENSATED LEAVE  
 ADOPTED: December 18, 2006  
 REVISED:

# EPHRATA AREA SCHOOL DISTRICT

<p>1. Purpose</p> <p>2. Authority SC 510</p> <p>3. Guidelines</p>	<p style="text-align: center;">539. UNCOMPENSATED LEAVE</p> <p>The Board recognizes that in certain situations an employee may request extended leave for personal reasons, and the district could benefit from the return of the employee. This policy establishes guidelines for granting uncompensated leaves of absence.</p> <p>The Board reserves the right to specify the conditions under which uncompensated leave may be taken.</p> <p><u>Application</u></p> <p>Requests for uncompensated leave shall be made in writing on a request for leave form stating the reason for the leave and submitted to the immediate supervisor in advance of the requested beginning date. 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 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. No benefits or years of service will occur during the uncompensated leave unless otherwise designated by the Board.</p> <p><u>Cafeteria Personnel</u></p> <p>Cafeteria workers shall be expected to be on duty on those days when school is in session and meals are to be served. The Supervisor of Food Services may authorize an absence without pay under the following conditions:</p>
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<p>School Code 510</p>	<ol style="list-style-type: none"><li>1. Written request shall be made at least ten (10) working days in advance of day(s) requested.</li><li>2. The number of employees granted a day without pay may not exceed more than two (2) for the district in a given day.</li></ol>
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