Current/Old

POLICY PORTAL PSBA

BOARD POLICY

339 Uncompensated Leave

POLICY NUMBER	ADOPTED	REVISED	VERSION
339	8/12/2013	10/14/2024	v1
DOCUMENT STATUS	**PRINTED**		
ACTIVE	10/16/2026		

Authority

The Board recognizes that in certain situations an administrative, professional or support employee may request extended leave for personal reasons, and the district could benefit from the return of the employee. This policy establishes parameters for granting uncompensated leaves of absence.

The Board reserves the right to specify the conditions under which uncompensated leave may be taken. **Applications** for uncompensated leave require approval by the Board, upon recommendation of the Superintendent.[1]

The Superintendent or designee shall notify the Board of all uncompensated leave provided as a reasonable accommodation in accordance with applicable law and regulations.[2]

Guidelines

Uncompensated leave may be taken in accordance with applicable law and regulations, and for the following purposes:[2]

1. Childrearing/Parental.
2. Medical condition of immediate family member.
3. Religious observance.

If notification is not received within the designated time period prior to the scheduled return date, it shall be assumed that the employee has terminated employment with the district.

Commitment of Employer

At the expiration of uncompensated leave, the employee shall be offered a like position to that previously held.

Time on uncompensated leave shall not count as time on the job, and fringe benefits shall not be provided.

Legal Footnotes

[1] **24 P.S. 1154**
LEGAL REFERENCE

[2] **Pol. 104 — Discrimination/Harassment Affecting Staff**
POLICY REFERENCE

[3] **24 P.S. 1182**
LEGAL REFERENCE

[4] **29 CFR 1636.4**
LEGAL REFERENCE

BOARD POLICY

Uncompensated Leave

ADOPTED	REVISED	VERSION	DOCUMENT STATUS
8/12/2013	10/14/2024	v0.1	RETIRED

PRINTED
10/16/2026

Authority

The Board recognizes that in certain situations an administrative, professional or classified employee may request extended leave for personal reasons, and the district could benefit from the return of the employee. This policy establishes parameters for granting uncompensated leaves of absence.

The Board reserves the right to specify the conditions under which uncompensated leave may be taken. All applications for uncompensated leave require approval by the Board, upon recommendation of the Superintendent.[1]

Uncompensated leave shall be granted in accordance with provisions of the administrative compensation plan, individual contract, collective bargaining agreement or Board resolution.

Guidelines

Application

Requests for uncompensated leave shall be made to the Superintendent in advance of the requested beginning date.

Special consideration will be given to emergencies.

Commitment of Employee

The employee granted an uncompensated leave of absence shall inform the Board of his/her intentions within thirty (30) days of the scheduled return date.

Commitment of Employer

At the expiration of uncompensated leave, the employee shall be offered the same position previously held or a like position to that previously held.

Time on uncompensated leave shall not count as time on the job.

Legal Footnotes

[1] **24 P.S. 1154**
LEGAL REFERENCE