

COUNCIL ROCK SCHOOL DISTRICT

No. 439 SECTION: PROFESSIONAL
EMPLOYEES
TITLE: UNCOMPENSATED LEAVE
ADOPTED: August 28, 1997
REVISED: November 20, 2008

January 6, 2011

439. UNCOMPENSATED LEAVE

1. Purpose
SC 1154
(e)

The Board recognizes that in certain instances an employee may wish leave for personal reasons, and the district could benefit from the return of said employee.

2. Authority

The Board reserves the right to specify the conditions under which uncompensated leave may be taken. The following guidelines shall be followed effective for all uncompensated leave applications or leave extensions and approvals beginning December 1, 2008.

3. Guidelines

1. No salary shall be paid to the professional employee, nor shall seniority or pension rights accrue during the uncompensated leave of absence. The employee may continue membership in the group insurance program administered by the District at his/her complete expense (the prevailing COBRA rate).

2. A certified employee who has been employed as a certified employee under contract in Council Rock School District for a minimum of two full school (2) years is eligible to apply for an uncompensated leave of absence from employment.

3. In the case of medical disability leave or other forms of Family Medical Leave, all applicable laws shall take precedence.

4. Eligible employees may request an uncompensated leave of absence for a period up to two (2) years.

5. Uncompensated leaves will end at the conclusion of a full school year in June.

6. The length of the leave of absence must be specified before the start of the leave. Unpaid leaves may not begin between the first day of school and November 1 unless preceded by other forms of approved leave from the beginning of the school year.

7. An early return to employment from an uncompensated leave may be granted with the approval of the Board of School Directors at the recommendation of the Superintendent. In the first semester of a school year, an extension of other forms of approved leave using uncompensated leave which ends no later than the end of the first semester may also be granted with the approval of the Board of School Directors at the recommendation of the Superintendent.

8. Professional employees who are permitted to return from uncompensated leave before the end of a school year may be assigned to any available substituting positions for which they are certified and shall be paid at their contractual rate.

9. Any professional employee whose total period of leave exceeds three (3) consecutive school years in duration may be required after returning to service to a) complete induction programs specified by the administration and b) complete from one to three years of consecutive Focused Professional Development, according to the terms and conditions of the Professional Employee Supervision and Evaluation Plan. A professional employee shall not be permitted to exceed four full school years of uncompensated leave within any five year time period.

10. A voluntary temporary reduction of hours from a professional employee's contract may be approved on a year-to-year basis by the Board of School Directors at the recommendation of the Superintendent.

11. A professional employee on uncompensated leave under this policy shall not be assured of returning to the building or assignment where he/she was assigned prior to the inception of the leave of absence.

12. By April 1 of the school year prior to the expiration of the leave period, the employee on approved uncompensated leave shall notify the Human Resources Office, as to his/her intentions to return to work at the beginning of the following school year.