

SECTION: SUPPORT EMPLOYEES

TITLE: UNCOMPENSATED LEAVE

ADOPTED: November 5, 1998

REVISED:

# COUNCIL ROCK SCHOOL DISTRICT

539. UNCOMPENSATED LEAVE	
1. Purpose	In certain instances, support employees may wish extended leave for personal reasons and the district could benefit from the return of said employee. For that purpose, the following guidelines are established for uncompensated leaves of absence.
2. Authority SC 407	The Board has the authority and responsibility to establish the conditions under which uncompensated leave may be taken except for any possible effect of a valid collective bargaining agreement currently in force.
3. Guidelines	Support employees shall be entitled to request an unpaid leave of absence for a period not to exceed one (1) year. Such leave shall be granted at the discretion of the Superintendent, who may also extend the period of leave an additional year, on a case-by-case basis.
SC 522.1	Any employee, while on leave of absence, may at his/her option continue their group insurance coverage by making appropriate payments to the district as long as it is acceptable to the insurance carrier.  Upon return to active employment immediately upon the expiration of the authorized leave of absence, all benefits of employment in force at that time shall be restored to the employee. Seniority shall not accrue while on a leave of absence.
School Code 522.1	