



Book	Policy Manual
Section	300 Employees
Title	Uncompensated Leave
Code	339
Status	First Reading
Adopted	January 11, 1990
Last Revised	May 11, 2023
Prior Revised Dates	4/11/2013

Purpose

In the event that an employee has fully expended their earned and accrued compensated sick leave, they may request uncompensated leave, in writing, to the Superintendent of Schools, preferably before the leave occurs.

Authority

The terms, conditions, and length of any such leave is at the discretion of the Board of School Directors. However, such will not be more restrictive than the Family and Medical Leave Act of 1993 (FMLA). A copy of the FMLA may be obtained from the Business Office. [\[1\]](#)[\[2\]](#)

Guidelines

For any unpaid leave that is granted that does not qualify for FMLA or extends beyond the twelve (12) weeks designated as FMLA leave, the employee shall continue insurance benefits by paying to the district the premiums based upon a per diem calculation for that period. Payments shall be by check or money order, and such payments shall be in advance, if applicable, and shall be paid periodically.

Uncompensated leave will not count toward seniority rights, but the employee, because of the leave, shall not forfeit seniority rights already earned.

Legal [1. 29 U.S.C. 2601 et seq](#)
[2. 29 CFR Part 825](#)
[24 P.S. 1154](#)
[24 P.S. 1182](#)

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