



Book	Policy Manual
Section	300 Administrative Employees
Title	Uncompensated Leave
Code	339
Status	First Reading
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Last Revised	May 19, 2025

Purpose Authority

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

Authority

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]

Childrearing/Parental.

Medical condition of immediate family member.

Religious observance.

Restoration of health.

Elected public office. [3]

Application

Requests for uncompensated leave shall be made on the district form or in writing to the Superintendent.

Period of Leave

An uncompensated leave may be granted for a period of one (1) school year.

Uncompensated leave provided as a reasonable accommodation, based on the needs of a qualified employee, shall be granted in accordance with applicable law, regulations and Board policy.[2][4]

Uncompensated leave requested by a school employee who has been elected to public office as a county official in any Pennsylvania county shall be granted for the first four (4) years of the elected period of service, in accordance with applicable law. Upon conclusion of the leave, the employee shall be entitled to a position similar to the position held prior to the leave of absence. To qualify for uncompensated leave, such employee shall have been employed by the district for at least five (5) years prior to being elected as a county official.[3]

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

~~All applications are subject to final approval by the Board.~~

Commitment of Employee

The employee granted an uncompensated leave of absence shall inform the Board ~~prior to the scheduled return date as to his/her~~ of the employee's intentions 60 days within 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, and fringe benefits shall not be provided.

Legal

- [1. 24 P.S. 1154](#)
- 2. Pol. 104
- [3. 24 P.S. 1182](#)
- [4. 29 CFR 1636.4](#)
- [20 U.S.C. 1681 et seq](#)
- [29 CFR Part 1636](#)
- [34 CFR Part 106](#)
- [42 U.S.C. 12101 et seq](#)