

CARBON CAREER & TECHNICAL INSTITUTE

SECTION: PROFESSIONAL EMPLOYEES

TITLE: UNCOMPENSATED LEAVE

ADOPTED: November 18, 2004

REVISED: November 19, 2009

<p>1. Purpose</p> <p>2. Authority SC 1154, 1850.1</p> <p>3. Guidelines</p>	<p style="text-align: center;">439. UNCOMPENSATED LEAVE</p> <p>The Joint Operating Committee recognizes that in certain situations an employee may request extended leave for personal reasons, and the school could benefit from the return of the employee. This policy establishes guidelines for the award of uncompensated leaves of absence.</p> <p>The Joint Operating Committee reserves the right to specify the conditions under which uncompensated leave may be taken.</p> <p>Uncompensated leave shall be granted in accordance with provisions of the collective bargaining agreement.</p> <p>Uncompensated leave may be taken for special work assignment or restoration of health.</p> <p><u>Application</u></p> <p>Requests for uncompensated leave shall be made to the Administrative Director in advance of the requested beginning date. All requests for uncompensated leave may be approved by the Administrative Director at his/her sole discretion.</p> <p><u>Period Of Leave</u></p> <p>An uncompensated leave may be granted for a period of one (1) semester.</p> <p>Extensions for one (1) semester shall be considered upon proper application.</p> <p>Short-term uncompensated leave may be granted for emergency purposes only, and for a duration of five (5) days or less.</p> <p><u>Commitment Of Employee</u></p> <p>The employee granted an uncompensated leave of absence shall inform the Joint Operating Committee of the scheduled return date as to his/her intentions.</p>
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<p>School Code 1154, 1850.1</p>	<p><u>Commitment Of Employer</u></p> <p>At the expiration of uncompensated leave, the employee shall be offered the same position previously held.</p> <p>Time on uncompensated leave shall not count as time on the job, and fringe benefits shall not be provided unless the employee provides payment for benefits.</p>
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