

CARBON CAREER & TECHNICAL INSTITUTE

SECTION: CLASSIFIED EMPLOYEES
 TITLE: UNCOMPENSATED LEAVE
 ADOPTED: November 18, 2004
 REVISED:

539. UNCOMPENSATED LEAVE	
1. Purpose	The Joint Operating Committee recognizes that in certain situations a classified employee may request extended leave for personal reasons. This policy establishes guidelines for the award of uncompensated leaves of absence.
2. Authority SC 1850.1	The Joint Operating Committee has the authority and responsibility to establish the conditions under which uncompensated leave may be taken.
3. Guidelines SC522.1, 1154(e)	<p>Uncompensated leave shall be granted in accordance with terms of an applicable collective bargaining agreement.</p> <p>Uncompensated leave of an extended nature may be taken for the following purposes: military service, special work assignments, restoration of health, or other approved reasons. An uncompensated leave may be granted for a period of one (1) year; extension may be considered upon proper application.</p> <p><u>Application</u></p> <p>Requests for uncompensated leave shall be made to the Administrative Director in advance of the required beginning date.</p> <p>The Administrative Director will make a recommendation to the Joint Operating Committee. All requests for uncompensated leave are subject to the approval of the Joint Operating Committee at its sole discretion.</p> <p><u>Commitment Of Employee</u></p> <p>The employee granted an uncompensated leave shall inform the Joint Operating Committee of the scheduled return date.</p> <p><u>Commitment Of Employer</u></p> <p>At the expiration of uncompensated leave, the employee shall be offered a position for which s/he is qualified consistent with applicable law.</p>

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<p>SC 522.1</p> <p>School Code 1850.1</p>	<p>Time on uncompensated leave shall not count as time on the job.</p> <p>While on uncompensated leave, an employee shall be entitled to insurance benefits provided his/her peers if s/he pays the applicable premiums and the insurance carrier approves.</p>
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