

CARBON CAREER & TECHNICAL INSTITUTE

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: UNCOMPENSATED LEAVE

ADOPTED: December 16, 2004

REVISED: August 17, 2006, September 18,
2025

	339. UNCOMPENSATED LEAVE
1. Purpose	<p>Purpose 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>
2. Authority SC 1154, 1850.1	<p>Authority The Joint Operating Committee reserves the right to specify the conditions under which uncompensated leave may be taken.</p>
3. Guidelines	<p>Guidelines Uncompensated leave may be taken for special work assignments, restoration of health, or other endeavors.</p> <p><u>Application</u></p> <p>Requests for uncompensated leave of five (5) days or less may be made to the Administrative Director.</p> <p>Requests for longer periods of time are subject to approval by the Joint Operating Committee.</p> <p>The final determination of all uncompensated leave requests is at the full discretion of the Joint Operating Committee. There is no appeal process.</p> <p><u>Period of Leave</u></p> <p>An uncompensated leave may be granted by the Joint Operating Committee for a period of up to one (1) semester.</p> <p>Extensions may be considered.</p> <p><u>Commitment Of Employee</u></p>

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<p>School Code 1154, 1850.1</p>	<p>The employee granted an uncompensated leave of absence shall inform the Joint Operating Committee of the scheduled return date.</p> <p>For a leave totaling ninety (90) work days or more, the employee shall provide written notification to the Administrative Director of his/her intentions at least thirty (30) days in advance of the scheduled return date.</p> <p>For leave totaling less than ninety (90) work days, the employee shall provide written notification to the Administrative Director of his/her intentions when at least a third (33%) of the leave is remaining (ex. 30 day leave: written notification provided by the 20th day of the leave).</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 or a like position to that previously held.</p>
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