

# CARBON CAREER & TECHNICAL INSTITUTE

SECTION: PROFESSIONAL EMPLOYEES

TITLE: UNCOMPENSATED LEAVE

ADOPTED: November 18, 2004

REVISED: November 19, 2009, September 18,  
2025

	439. UNCOMPENSATED LEAVE
1. Purpose	<p><b>Purpose</b> 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><b>Authority</b> The Joint Operating Committee reserves the right to specify the conditions under which uncompensated leave may be taken.</p>
3. Guidelines	<p><b>Guidelines</b> 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>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 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>School Code 1154, 1850.1</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> <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 a 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 20<sup>th</sup> 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.</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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