

CARBON CAREER & TECHNICAL INSTITUTE

SECTION: CLASSIFIED EMPLOYEES

TITLE: UNCOMPENSATED LEAVE

ADOPTED: November 18, 2004

REVISED: September 18, 2025

539. UNCOMPENSATED LEAVE	
1. Purpose	<p>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.</p>
2. Authority SC 1850.1	<p>Authority The Joint Operating Committee has the authority and responsibility to establish the conditions under which uncompensated leave may be taken.</p>
3. Guidelines	<p>Guidelines Uncompensated leave shall be granted in accordance with terms of an applicable collective bargaining agreement.</p>
SC522.1, 1154(e)	<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>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>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>SC 522.1</p> <p>School Code 1850.1</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 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 a position for which s/he is qualified consistent with applicable law.</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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