

SECTION: ADMINISTRATIVE
EMPLOYEES

FAIRVIEW SCHOOL DISTRICT

TITLE: UNCOMPENSATED LEAVE

ADOPTED:

REVISED:

339. UNCOMPENSATED LEAVE	
1. Purpose SC 1154(e)	The Board recognizes that in certain instances an employee may wish extended leave for personal reasons, and the district could benefit from the return of said employee. Guidelines shall be established for the award of uncompensated leaves of absence.
2. Authority	The Board reserves the right to specify the conditions under which uncompensated leave may be taken.
3. Delegation of Responsibility	<p>A leave of absence without pay may be granted by the Superintendent of Schools under special circumstances as listed below:</p> <p>Emergency medical reasons related to the immediate family of the staff member, e.g., terminal illness, operations, accidents.</p> <p>The term immediate family shall be understood to include the following: mother, father, brother, sister, son, daughter, husband, wife, parent-in-law, grandmother, grandfather of employee, or near relative who resides in the same household, or any person with whom the employee has made his/her home.</p> <p>If this leave requires more than ten (10) days, a request for additional leave beyond the ten (10) days will require further approval.</p> <p>The staff member will not receive pay for this period of time. Further, if granted, personal days must be used to offset the requested period of time. The staff member would receive pay for the personal days. Such days granted without pay will not count toward seniority.</p>

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School Code
522.1, 1154

An employee who, as a requirement of his/her religion, is obligated to be absent from his/her work to observe a religious holiday such as Rosh Hashanah, Chanukah, Greek or Russian Orthodox Christmas, must use his/her personal day(s) for which pay is to be received. Any days required beyond the two (2) personal days will be classified as a leave of absence without pay. Such days granted without pay will not count toward seniority.