

MORRISVILLE BOROUGH SCHOOL DISTRICT

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: UNCOMPENSATED LEAVE

ADOPTED: October 24, 2007

REVISED:

339. UNCOMPENSATED LEAVE	
1. Purpose	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. This policy establishes guidelines for the award of uncompensated leaves of absence.
2. Authority SC 1154	The Board reserves the right to specify the conditions under which uncompensated leave may be taken.
3. Guidelines	<p><u>Application</u></p> <p>Requests for uncompensated leave shall be made to the Superintendent and/or Board in advance of the desired start date.</p> <p><u>Commitment Of Employee</u></p> <p>The employee granted an uncompensated leave of absence shall inform the Board prior to the scheduled return date as to his/her intentions.</p> <p><u>Commitment Of Employer</u></p> <p>At the expiration of the uncompensated leave, the employee shall be offered the same position or a like position to that previously held.</p> <p><u>Maternity Leave</u></p> <p>Maternity leave shall be defined as the period of time that an employee is unable to work because of the physical affects of her pregnancy, childbirth, and recovery thereafter. Said period of time shall be determined by the employee's personal physician, and a written report must be supplied by that physician to the Superintendent stating that the employee is unable to work because of her physical condition.</p>

29 U.S.C.
Sec. 2601 et seq
Pol. 335

Upon receipt of the physician's report and upon the first day of absence of the employee from work because of her condition, the employee may use all accumulated sick leave.

In the event of the loss of a child because of complications of pregnancy or childbirth, an employee may return, upon providing to the district thirty (30) days written notice of her intention to return, subject to the right of the district to reassign administrators and contingent upon the existence of a vacancy.

This provision shall be interpreted and construed in a manner which is not in violation of or conflict with the Family and Medical Leave Act.

Child Rearing Leave

Child rearing leave shall be defined as that period of time following the birth or adoption of a child or at the conclusion of maternity leave. This leave shall apply equally to male and female employees.

Subject to the terms and conditions contained in this section, child rearing leave shall be granted upon request to an administrator who has given birth to a child; to any administrator whose wife has given birth to a child; and to an administrator who has adopted a child.

The election to take child rearing leave must be in writing to the Superintendent sixty (60) days prior to the commencement of such leave. Such notification must include the length of leave chosen by the administrator.

Child rearing leave shall commence at the termination of maternity leave or, where applicable, upon the adoption of a child.

Child rearing leave shall in no event be for a period of time less than the remainder of the school semester in which it commences. At the administrator's own election, leave may extend one (1), two (2) or three (3) additional semesters.

The employee on child rearing leave shall give at least sixty (60) days written notice to the Superintendent or his/her designee of his/her intention to return to work at the beginning of a semester.

Upon termination of child rearing leave, the employee shall be reinstated in the position s/he held before commencing the leave subject to the right of the district to reassign administrators. Reinstatement prior to the scheduled termination of the leave is contingent upon the existence of a vacancy.

<p>29 U.S.C. Sec. 2601 et seq Pol. 335</p> <p>School Code 522.1, 1154</p>	<p>Child rearing leave shall be granted without pay and benefits of all natures and descriptions and without the accrual of seniority or other rights as per this policy.</p> <p>Insurance benefits may be continued during the child rearing leave, subject to the rules and regulations of the insurance carrier and provided that the full premiums are paid by the employee.</p> <p>This provision shall be interpreted and construed in a manner which is not in violation of, or conflict with, the Family and Medical Leave Act.</p>
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