

# GREATER JOHNSTOWN CAREER & TECHNOLOGY CENTER

SECTION: EMPLOYEES

TITLE: UNCOMPENSATED LEAVE

ADOPTED: January 22, 2008

REVISED:

339. UNCOMPENSATED LEAVE	
1. Authority	<p>The Joint Operating Committee recognizes that in certain situations an administrative, professional or support employee may request extended leave for personal reasons, and the center could benefit from the return of the employee. This policy establishes parameters for granting uncompensated leaves of absence.</p>
SC 1154, 1850.1	<p>The Joint Operating Committee reserves the right to specify the conditions under which uncompensated leave may be taken. All applications for uncompensated leave require approval by the Joint Operating Committee, upon recommendation of the Administrative Director.</p> <p>Uncompensated leave shall be granted in accordance with provisions of the administrative compensation plan, individual contract, collective bargaining agreement or Joint Operating Committee resolution.</p>
2. Guidelines	<p><u>Application</u></p> <p>Requests for uncompensated leave shall be made to the Administrative Director in advance of the requested beginning date. Special consideration will be given to emergencies.</p> <p><u>Commitment Of Employee</u></p> <p>The employee granted an uncompensated leave of absence shall inform the Joint Operating Committee of his/her intentions prior to the scheduled return date.</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> <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>

Maternity Leave

Eligible employees shall be granted maternity leave in accordance with provisions of the administrative compensation plan, individual contract, collective bargaining agreement or Joint Operating Committee resolution.

References:

School Code – 24 P.S. Sec. 1154, 1182, 1850.1