

Request for Uncompensated Leave (Non FMLA)

Section I – Employee Information

Employee Name: _____ Date of Request: _____
Employee Title: _____ Work Location: _____
Supervisor Name: _____

Section II – Leave Information

1. Unpaid leave of absence requests are not guaranteed and must be submitted to your supervisor a minimum of 10 days prior to the first date of leave, except in bona fide emergency situations.
2. All eligible accrued paid time off must be used prior to requesting an uncompensated leave of absence.
3. Employees will not continue to accrue paid time off while on an unpaid leave of absence.
4. Unpaid days will not be considered as service credit for the Public School Employees' Retirement System.
5. Fringe benefits will be paid by employee on a prorated basis for each day of unpaid leave.
6. Unpaid leave requests submitted after the leave date(s) may result in disciplinary action.
7. **For a full list of guidelines, please see Policy No. 339, Uncompensated Leave.**

Dates of Requested Leave of Absence: _____

Total number of scheduled work days requested: _____

Reason for Leave: _____

Employee Signature: _____

Section III – Supervisor Review

Supervisor Comments: _____

Approval Recommended: Yes No

Supervisor Signature: _____ Date: _____

Section IV – Central Office Review

Date Received: _____ Absence History Attached: Yes No

Central Office Comments: _____

Section V – Superintendent Review

Approval Recommended: Yes No

Superintendent Signature: _____ Date: _____

DIANE WORKMAN
Acting Superintendent

724-775-5464
724-775-7644
FAX: 724-775-7434

Freedom Area School District



Administrative Offices

ERIN BLUEDORN, CPA
Business Manager
School Board Secretary

www.freedomareaschools.org

1702 SCHOOL STREET
FREEDOM, PENNSYLVANIA 15042

MEMORANDUM

TO: All Employees

FROM: Diane Workman, Acting Superintendent *Daw*

SUBJECT: Uncompensated Leave Policy #339

DATE: March 16, 2022

Freedom Area School District understands that certain employee absences are justifiable and provides for employee absences consistent with the Collective Bargaining Agreements and district policies. Employees reporting to work on a regular basis when scheduled is a fundamental expectation of your employment in the district. Each of you are a member of a workforce of which we rely on to accomplish our goals and objectives. Employees absent from work due to uncompensated leave compromise the daily operations of the district.

The District also recognizes that there are some circumstances that may require an employee to be away from the District without paid leave. Board Policy #339 has been revised and approved by the FASD Board of Directors (Revised policy attached). Uncompensated Leave is intended to provide for employees who must be away from their assigned job responsibilities for an extended period of time and for emergency situations where other leaves are not an option. Use of this uncompensated leave is not guaranteed and requires prior approval from the Superintendent and the Board of Directors.

You may not be aware that use of uncompensated leave also affects your health care and deductions into PSERS. Time off due to uncompensated leave does not count towards your employment experience in PSERS.

Please feel free to contact me if you have any questions.

Book	Policy Manual
Section	300 Employees
Title	Uncompensated Leave
Code	339
Status	Active
Adopted	February 13, 2018
Last Revised	March 10, 2022

Authority

The Board recognizes that in certain situations an administrative, professional or support employee may request extended leave for personal reasons, and the district could benefit from the return of the employee. This policy establishes parameters for granting uncompensated leaves of absence.

The Board reserves the right to specify the conditions under which uncompensated leave may be taken. All applications for uncompensated leave require approval by the Board, upon recommendation of the Superintendent.[1]

Uncompensated leave may be granted in accordance with provisions of the administrative compensation plan, individual contract, collective bargaining agreement or Board resolution.

Guidelines

1. Absent the existence of a true emergency situation or unforeseen illness/disability, all requests for unpaid personal leaves, including extended leave must be submitted on the district form to the Superintendent at least ten (10) days before the Board of Directors meeting occurring prior to the beginning of the proposed leave.
2. Absent the existence of a true emergency situation or unforeseen illness/disability, an employee who takes an unpaid compensation day without the approval of the Superintendent or the Board of Directors may be subject to appropriate discipline.
3. Days of absence without pay are not counted as days of employment in the school year.
 - a. If the number of scheduled days in the school year minus days of absence without pay causes an employee's days of service during that school year to be less than one hundred eighty (180), the employee will not be entitled to receive a full year of credit for retirement purposes for that year.
 - b. The employee is responsible to provide payment for all fringe benefits for each day of unpaid leave.
4. The district will be responsible for reviewing the leave request, reviewing the employee's attendance and performance record and history of leave requests and will forward to the Board of Directors with a recommendation for approval or denial.
5. An uncompensated leave or extended leave may be granted for a period not to exceed one (1) school year.

Guidelines for Emergency Situations

1. Authorization is given to the Superintendent to grant approval on a non-precedential case-by-case basis for up to five (5) days per school year of unpaid leave from work for bona fide emergencies for personal reasons to any employee.
2. After two (2) days absence without pay due to illness/disability in a school year, a doctor's note is required for any further days of absence for medical reasons within the same school year. Failure to provide a doctor's note and/or continued unapproved absences may result in disciplinary action.

Guidelines for Extended or Personal Leave

1. Absence without pay for extended and personal leave may only be requested after the employee has utilized all available vacation, personal days and compensatory time to which the employee is entitled, including all sick leave time if the absence is related to a medical condition.
2. Where a request for leave of absence without pay is not predicated upon medical or health reasons, and is not an emergency, the employee shall provide appropriate documentation related to the reason for the leave at the time the request is made. Approval of such leave shall be governed by the following considerations:
 - a. Duration of the requested leave.
 - b. Value of the request to the instructional program.
 - c. Certification area and assignment of the individual making the request.

Commitment of Employee

The employee granted an uncompensated leave of absence shall inform the Board of his/her intentions prior to the scheduled return date.

Commitment of Employer

At the expiration of uncompensated leave, the employee shall be offered the same or a like position to that previously held.

Legal 1. 24 P.S. 1154
 24 P.S. 1182

[Leave Form Template .pdf \(427 KB\)](#)