

POLICY

BOARD OF EDUCATION
MORRIS-UNION
JOINTURE COMMISSION

SUPPORT STAFF MEMBERS
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Uncompensated Leave

4431 UNCOMPENSATED LEAVE

The Board may grant an employee an uncompensated leave of absence on account of disability, hardship, or other reason. The Board will consider such requests on a case-by-case basis. An employee shall not be eligible for uncompensated leave under this policy until he/she has exhausted any paid leave available to the employee and taken any unpaid leave for which the employee qualifies pursuant to Board policy #4431.1. Paid leave includes vacation, sick and personal leave. Employees who serve in tenure-eligible positions but who have not acquired tenure may request uncompensated leave under this policy, but such leave shall not go beyond the contract year in which it commenced. A tenured employee shall not be granted an uncompensated leave of absence for more than two years.

A request for leave pursuant to this policy shall be made in writing to the Superintendent at least sixty days prior to the requested commencement date of the leave and shall include the requested beginning and ending date of the leave. In the event of an emergency, the Superintendent may waive the requirement of sixty days notice.

If the reason for the leave is disability, the Board may require a certification from a health care provider verifying the employee's inability to perform the functions of his/her position and containing the probable duration of the condition.

During an approved uncompensated leave, the employee will be permitted the opportunity to maintain his/her group health insurance coverage at his/her own expense. During the uncompensated leave, the employee shall not accrue any benefit that would otherwise be available to the employee had he/she not taken the leave and the employee shall accrue no additional time toward tenure acquisition or seniority or for advancement on the salary guide. The term "benefit" includes but is not limited to vacation, sick or personal leave. Upon return from the leave, the Superintendent shall make reasonable efforts to restore the employee to the same position held before the leave commenced.



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An employee on uncompensated leave may not engage in other full-time employment unless the employment began before the leave commenced. Nor may the employee increase the number of hours of any part-time employment in which he/she engaged before the leave commenced. If the employee becomes employed part-time after the leave commences, such employment may not exceed half of the employee's regularly scheduled hours for the Board.

Adopted: 2 April 1998
Revised: 13 November 2003

