



POLICY

**Haddonfield
Board of Education**

SUPPORT STAFF MEMBERS

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Uncompensated Leave

4431 UNCOMPENSATED LEAVE

The Board of Education may grant a leave of absence without pay on the application of a support staff employee for the purpose of recuperation, study, travel, child care, or family member care provided that the employee agrees to return to employment in this district not later than the beginning of the school year following the termination of the period for which the leave is granted.

The Board reserves the right to specify the conditions not otherwise covered by the terms of a negotiated agreement under which uncompensated leave may be taken. Uncompensated leave may be granted only to permanent employees who have completed three years of service in this district.

A request for uncompensated leave shall be made to the Superintendent at least six weeks in advance of the date on which the proposed leave will begin. A waiver to that rule may be granted in emergency situations. All applications for uncompensated leave are subject to final approval by the Board.

Uncompensated leaves may be granted for a period of one year.

An extension of an uncompensated leave will be considered upon application to the Superintendent.

A change in the purpose of a leave must be reported to the Superintendent. The Board reserves the right to terminate any uncompensated leave of absence for which the purpose has been altered.

An employee absent on uncompensated leave must return to the school district at the termination of the leave; an employee's failure to do so will be considered an abandonment of employment. An employee who returns from an uncompensated leave will be offered a position for which he/she is qualified. Time spent on an uncompensated leave of absence will not count as time on the job for any purpose.

Adopted: 1/24/2019

BOE Revised Date: 12/13/2018
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