

# Palmyra Area School District

SECTION: ADMINISTRATIVE EMPLOYEES

TITLE: UNCOMPENSATED LEAVE

ADOPTED: November 9, 1995

REVISED: January 11, 2007

339. UNCOMPENSATED LEAVE	
1. Purpose Sc 1154 (e)	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	The Board reserves the right to specify the conditions under which uncompensated leave may be taken.
3. Guidelines	Request for uncompensated leave shall be made to the Superintendent in advance of the desired start date.
School Code 522.1, 1154	All applications are subject to final approval by the Board.