

Sylvan Heights Science Charter School

Policy Number: 339

Policy Title: Extended Leave

Approved: November 16, 2020

Revised:

Authority

The Board of Trustees (Board) recognizes that in certain situations a Sylvan Heights Science Charter School (School) employee may request a leave of absence without pay for personal reasons, and the School could benefit from the return of the employee.

Such leaves of absence shall be granted on a case-by-case basis and in the sole discretion of the Principal/CAO, subject to Board approval. The Board reserves the right to specify the conditions under which uncompensated leave may be taken.

The employee must have exhausted all available compensated leave before requesting uncompensated leave.

Unless the extended uncompensated leave qualifies under the Family and Medical Leave Act (FMLA), employees are not eligible for district paid health benefits during the leave; employees may, however, continue existing health benefits at their own expense.

Uncompensated leave shall be granted in accordance with provisions of the Personnel Handbook or individual contract. In no case will the leave extend beyond one (1) calendar year, unless agreed upon as a reasonable accommodation under the Americans with Disabilities Act.

Legal

24 P.S. 5-510

24 P.S. 17-1716-A