

POLICY

OLD BRIDGE BOARD OF EDUCATION

TEACHING STAFF MEMBERS
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UNCOMPENSATED LEAVE

The Board of Education recognizes that in certain instances an employee may wish extended leave for personal reasons and that the district could benefit from the return of that employee. For that purpose, the Board has promulgated a policy for granting uncompensated leaves of absence for reasons other than those specified by statute. The Board reserves the right to specify the conditions under which uncompensated leaves may be taken when they are not otherwise covered by the terms of the negotiated agreement.

1. Uncompensated leave may be requested for personal or educational reasons.
2. The Board in its discretion may grant an extension to a leave of absence upon proper application.
3. Any employee granted an uncompensated leave shall inform the Board within ninety days of the scheduled return date as to when he or she will return.
4. At the expiration of the uncompensated leave, and provided the employee has given the Board proper notice of his or her intention to return, the employee shall be offered a position for which he or she is certified.
5. Educational leaves will be considered only after formal submission of an educational plan detailing its relation to the employee's assignment upon return to the district.
6. Course credit received during uncompensated leave may be applied toward credit on the salary schedule.
7. All requests for uncompensated leave must be submitted to the Assistant Superintendent for Personnel ninety days prior to the date the proposed leave is to commence. All requests for extensions of uncompensated leave also must be submitted to the Assistant Superintendent for Personnel ninety days prior to the day the proposed extension is to commence.



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Adopted: 21 March 2000
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