

Lane Education Service District Administrative Rule

Code: **G CBD/GDBD-
AR(2)**

Adopted: 6/1/94

Revised/Readopted: 9/25/01

Orig. Code(s): GCBDA/GDBDA-
AR

Uncompensated Leave

Leaves of Absence without Pay

Under certain conditions, an employee may be granted an extended uncompensated leave of absence whenever his/her absence will not create disruption to the delivery of services of the district's programs. The superintendent must approve leaves of absence without pay.

Unless otherwise excepted, time spent on uncompensated leave shall not count as time on the job or service time for purposes of advancement on the employee's salary schedule; however, uncompensated leave shall not disrupt the employee's continuity as a member of the Public Employee's Retirement System.

At the conclusion of this leave, the employee shall be restored to his/her former or equivalent position.

For One-Year Period

An employee seeking uncompensated (educational/study) leave for a one-year period shall submit a written request to his/her director no later than the 15th day of February preceding commencement of such leave. The leave shall commence on July 1 of the year in which the leave is requested and shall terminate on June 30 of the following year. An employee on such leave shall, by April 15 following commencement of the leave, provide his/her director with written notice of intent to return to the district.

Less Than One-Year Period

An employee seeking uncompensated (educational/study) leave for less than a one-year period shall submit a written request to his/her director no less than 60 days prior to the date which the employee desires such leave to begin. If that is not possible, then as much notice as practicable is required. (An employee on such leave shall, no less than 30 days prior to the expiration of the leave, provide his/her director with written notice of intent to return to the district.)

Employees are encouraged to provide as much notice as possible to ensure that appropriate arrangements can be made to hire a temporary employee.

The unpaid leave request form should be submitted to the service area director for approval and forwarding to human resources.

GENERAL INFORMATION

1. It is the responsibility of the employee to confirm issues regarding the effects of taking an unpaid leave on employee benefit plan eligibility and premiums. Information may be obtained from human resources.
2. Whenever applicable, unpaid leaves will be counted toward family and medical leave allowances under state and federal leave, collective bargaining agreements or Board policies.
3. If the leave is counted toward family and medical leave allowance under federal law, employees may continue group health insurance during this leave on the same basis as if they were actively working. The employee's portion of the premium payment (if any) must be received by the ESD payroll clerk by the first of each month. If the employee does not return from leave as scheduled, he/she may be required to repay health insurance premiums that the ESD paid on his/her behalf.