EAST PENN SCHOOL DISTRICT

SECTION: ADMINISTRATIVE EMPLOYEES

TITLE: GENERAL LEAVE

ADOPTED: February 8, 1993

REVISED:

339. GENERAL LEAVE

1. Purpose

The Board may, for reasons it deems justifiable, grant a general leave to an administrative employee who requests such a leave subject to the following guidelines.

2. Guidelines

1. This policy is applicable to all administrative employees except those in an acting position.
2. The leave shall be for a specific length of time, not to exceed one (1) calendar year.
3. There shall be no salary entitlements during said leave.
4. There shall be no district fringe benefit entitlements and no accrual of credit toward same. This shall include, but not be limited to, vacations and insurances.
5. The employee shall be permitted to purchase district medical insurances only if the employee remits premium payments to the district monthly, as directed by the Business Office and, in any case, subject to the approval of the carrier.
6. Deductions and credits for the Pennsylvania School Employee Retirement System shall be adjusted and/or suspended consistent with the regulations of the Retirement Board.

School Code
522.1, 1154

This replaces former policy GAH