



WEST CHESTER AREA SCHOOL DISTRICT Leave of Absences Procedures and Guidelines

This document serves to advise all employees who are approved for any leave of absence of the internal procedures and processes surrounding same. Please review carefully.

Technology While on Leave

On the last physical day in their home building/office the employee must return to their building Technology Specialist all district issued technology devices (laptop, iPad, etc.) Employees may not take or retain any district issued devices while on their leave of absence. In the event that an individual has to start their leave early and was not able to return the devices prior to their last physical day, the employee must make arrangements with the building technology team or administrator to return the devices to their home building as soon as they are physically able.

This policy applies to all leaves of absences, paid or unpaid, including **medical, childbirth/childrearing, personal and sabbatical** so employees must plan accordingly prior to their leave. District issued technology will be returned to the employee on their first day back from leave. **Please note**, this may not be your original device so please save any documents or materials you may need upon your return prior to turning in your device at the start of your leave. Your original device will be re-imaged for security purposes.

Tuition Reimbursement

Employees are not eligible for tuition reimbursement while out on a medical or childrearing leave of absence. If an employee is currently enrolled in a program and have to suspend classes while on leave they do not have to re-apply for program approval upon their return. They can commence classes upon their official return from leave and be eligible for reimbursement as long as they follow the collective bargaining agreement language surrounding the tuition reimbursement process.

If an employee's medical leave starts after a session has started they can finish the course and receive reimbursement. However, they would not be able to start a new class/session and be eligible for tuition reimbursement. Any questions or concerns regarding the tuition reimbursement process should be directed to Amelia Pumala (APumala@wcasd.net) in the Human Resources Office.

Step Movement for Year Following Return from Leave

Employees must work for at least fifty-percent of each scheduled work year in order to advance on the salary schedule. Please refer to your individual employee group contract/agreement to determine your yearly work day requirement. Movement is also dependent on whether the collective bargaining agreement allows for step/salary movement in the school year following the leave of absence and annual performance evaluation scores. "Work" days include any **paid** time off during the approved leave. Any days that are unpaid during the leave do not qualify as "work" days and do not count in calculating eligibility.

PPL/Accrued Flex Time

Accrued Flex time cannot be used during a leave of absence. If an employee is unable to return to work during the school year for any reason, the PPL/Flex Hours are forfeit.

Professional Development

Employees on a leave of absence are not able to attend Professional Development virtually or in-person.

Amending the Return Date (for leave other than leave due to health condition)

Employees on a leave of absence must provide at least 30-day's notice should they wish to amend their return date (all leaves other than medical leave). The notice requirements are as follows: a) to amend to an earlier return date, the request must be submitted to the Benefits Office at least 30 days ahead of the newly requested return date; or b) to amend to a later return date, the request must be submitted to the Benefits Office at least 30 days ahead of the original stated return date.

Pay Information Specific to Teaching Staff:

Teaching Staff are salaried employees and are paid **AHEAD** of actual work days throughout the school year. When an employee begins leave, Payroll will calculate the amount paid versus the actual number of work days and paid time off days, and will determine a final payout amount. The date range on the district paychecks does not apply to Salaried staff.

* By my signature, I acknowledge that I have read, understand, and consider myself bound by the above statements, and further acknowledge receipt of a copy of this statement.

Employee Name (Printed)

Employee Signature

Date