

**ERIE COUNTY TECHNICAL SCHOOL**

**PROPOSED AGENDA ITEM**

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**DATE:** July 23, 2009

**SUBJECT:** Denise Cochran, Uncompensated Leave

**CATEGORY:** Operations:      Policy:      Information:      Personnel: X

**INITIATED BY:** Natalie Fatica, CHQR

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**DESCRIPTION:**

Denise Cochran, part-time Custodian (C-2), has requested an Uncompensated Leave of Absence beginning July 24, 2009, as needed, for her husband's serious medical condition.(see attached correspondence from Denise Cochran) Board Policy #539 (see attached) allows in certain instances an uncompensated leave of absence.

**RECOMMENDATION:**

**Motion to approve an Uncompensated Leave of Absence for Denise Cochran beginning July 24, 2009 as needed.**

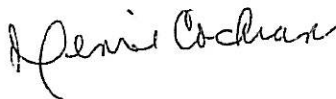
Denise Cochran  
4310 Alvin Street  
Erie, PA 16510

July 17, 2009

To the Joint Operating Committee of the Erie County Technical School, I would like to request an uncompensated leave per board policy #539 beginning July 24, 2009 due to my husband's medical condition. In addition, I would request to use the leave intermittently if needed.

Thank you,

Denise Cochran

A handwritten signature in cursive script that reads "Denise Cochran". The signature is written in dark ink and is positioned below the printed name.

SECTION: CLASSIFIED EMPLOYEES

TITLE: UNCOMPENSATED LEAVE

ADOPTED: December 19, 1996

REVISED:

# Erie County Technical School

|               |                                                                                                                                                                                                                                                        |    |
|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
|               | 539. UNCOMPENSATED LEAVE                                                                                                                                                                                                                               | 1  |
| 1. Purpose    | In certain instances, classified employees may wish extended leave for personal reasons and the school could benefit from the return of said employee. For that purpose, the following guidelines are established for uncompensated leaves of absence. | 2  |
| 2. Authority  | The Operating Committee has the authority and responsibility to establish the conditions under which uncompensated leave may be taken except for any possible effect of a valid collective bargaining agreement.                                       | 3  |
| SC 407        |                                                                                                                                                                                                                                                        | 4  |
| 3. Guidelines | A general leave of absence may be granted without compensation, or other benefits of any type being given to the employee while on leave. This type of leave may be granted upon proper application to the Operating Committee.                        | 5  |
|               | Upon the employee's return to the school, the Operating Committee is not obligated to place the employee in the specific position formerly held.                                                                                                       | 6  |
|               | Unless the leave is for the purpose of study, no retirement credit or salary increments shall be forthcoming.                                                                                                                                          | 7  |
| School Code   |                                                                                                                                                                                                                                                        | 8  |
| 522.1         |                                                                                                                                                                                                                                                        | 9  |
|               |                                                                                                                                                                                                                                                        | 10 |
|               |                                                                                                                                                                                                                                                        | 11 |
|               |                                                                                                                                                                                                                                                        | 12 |
|               |                                                                                                                                                                                                                                                        | 13 |
|               |                                                                                                                                                                                                                                                        | 14 |
|               |                                                                                                                                                                                                                                                        | 15 |
|               |                                                                                                                                                                                                                                                        | 16 |
|               |                                                                                                                                                                                                                                                        | 17 |
|               |                                                                                                                                                                                                                                                        | 18 |
|               |                                                                                                                                                                                                                                                        | 19 |
|               |                                                                                                                                                                                                                                                        | 20 |
|               |                                                                                                                                                                                                                                                        | 21 |
|               |                                                                                                                                                                                                                                                        | 22 |
|               |                                                                                                                                                                                                                                                        | 23 |
|               |                                                                                                                                                                                                                                                        | 24 |
|               |                                                                                                                                                                                                                                                        | 25 |
|               |                                                                                                                                                                                                                                                        | 26 |
|               |                                                                                                                                                                                                                                                        | 27 |
|               |                                                                                                                                                                                                                                                        | 28 |
|               |                                                                                                                                                                                                                                                        | 29 |
|               |                                                                                                                                                                                                                                                        | 30 |
|               |                                                                                                                                                                                                                                                        | 31 |
|               |                                                                                                                                                                                                                                                        | 32 |
|               |                                                                                                                                                                                                                                                        | 33 |
|               |                                                                                                                                                                                                                                                        | 34 |
|               |                                                                                                                                                                                                                                                        | 35 |
|               |                                                                                                                                                                                                                                                        | 36 |
|               |                                                                                                                                                                                                                                                        | 37 |
|               |                                                                                                                                                                                                                                                        | 38 |
|               |                                                                                                                                                                                                                                                        | 39 |
|               |                                                                                                                                                                                                                                                        | 40 |
|               |                                                                                                                                                                                                                                                        | 41 |
|               |                                                                                                                                                                                                                                                        | 42 |
|               |                                                                                                                                                                                                                                                        | 43 |
|               |                                                                                                                                                                                                                                                        | 44 |