

Jim Sipes
1232 West 9th Street
Erie, PA 16502

November 15, 2011

To the Joint Operating Committee of Erie County Technical School, due to current personal issues, I would like to request an uncompensated leave of absence as needed for the school year 2011-2012. This is allowed under board policy #539 Uncompensated Leave of Absence. Thank you for your consideration.

Jim Sipes

A handwritten signature in blue ink, appearing to read "Jim Sipes", followed by the date "11-15-11". The signature is written in a cursive, flowing style.

SECTION: CLASSIFIED EMPLOYEES

TITLE: UNCOMPENSATED LEAVE

ADOPTED: December 19, 1996

REVISED:

Erie County Technical School

539. UNCOMPENSATED LEAVE

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. Authority

SC 407

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. 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.

Upon the employee's return to the school, the Operating Committee is not obligated to place the employee in the specific position formerly held.

Unless the leave is for the purpose of study, no retirement credit or salary increments shall be forthcoming.

School Code
522.1

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