

September 24, 2014

To: ECTS Operating Committee

From: Jessica Fenner

I am writing this letter to request an uncompensated leave of absence for up to 4 months to care for my child. I am requesting this leave because I am due to have a baby around October 30, 2014. I am planning on having the leave of absence start when the baby is born. If you have any questions feel free to contact me at 814-440-6068.

Thank you very much,

A handwritten signature in cursive script that reads "Jessica Fenner". The signature is written in dark ink and is positioned above the printed name.

Jessica Fenner

ERIE COUNTY TECHNICAL SCHOOL

SECTION: CLASSIFIED EMPLOYEES

TITLE: UNCOMPENSATED LEAVE

ADOPTED: December 19, 1996

REVISED:

	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	