

**Cincinnati CITY SCHOOL DISTRICT  
ADMINISTRATIVE PROCEDURES**

<b>Procedure Name</b> <b>Unrequested Leaves of Absence</b>	
Procedure Name: 4161-00-01	Eff. Date: 11/15/2010
Implements Board Policy (ies) <u>4161-Unrequested Leaves of Absence</u>	Last Reviewed: <u>11/15/2010</u>

**1. Background**

Describe relevant background to the implementation of the policy.

The District may place a classified employee on unrequested leave of absence when the employee is unable to perform assigned duties.

**2. Responsibilities**

Title: Paul McDole, Director of Human Resources	
Address: 2651 Burnet Ave., Cincinnati, OH 45219	
Phone: 513-363-0149	Cell phone: 513-207-1945

Describe responsibilities:

If the Superintendent or Designee believes the professional employee is unable to perform assigned duties, the professional employee will be offered the opportunity for a meeting to discuss these issues.

**3. Action Steps**

Describe the action steps relevant to the implementation of the policy.

- Arrange meeting to discuss issues
- When necessary, refer for an appropriate examination by a health provider designated by the District.

#### **4. Equity Considerations**

Describe any equity considerations relevant to the implementation of this policy.

#### **5. Additional Information**

Describe any additional information relevant to the implementation of the policy.

- Ohio Revised Code. 3319.081 or the terms of the Collective Bargaining Agreement (CBA).