

**Cincinnati CITY SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURES**

Procedure Name Leave of Absence for Employment by a Community School	
Procedure No. 4430.02-00-01	Eff. Date: 12/7/2009
Implements Board Policy (ies) <u>4430.02 – Leave of Absence for Employment by a Community School</u>	Last Reviewed: <u>12/7/2009</u>

1. Background

Describe relevant background to the implementation of the policy.

A classified employee, who is employed by the District and is seeking to be employed by a conversion or new start up community school sponsored by or located within the District, shall be provided with a leave of absence from the District of up to three (3) years for service in the community school.

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:	

3. Action Steps

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

- Complete request for leave of absence
- Leave of absence submitted to Board of Education for approval

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.

The District is not liable for any action of an employee while s/he is on a leave of absence and employed by a community school.