

**Cincinnati CITY SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURES**

Procedure Name Leave of Absence	
Procedure No: 3161-00-01	Eff. Date: 11/15/2010
Implements Board Policy (ies) <u>3161-Unrequested Leave 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 professional employee on unrequested leave of absence when the professional 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. Related Documents / Forms

Document Title	Description	Last Reviewed
1.CBA	Section: Leave of absence	1/10/2016
2.		
3.		

6. Additional Information

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