

**Cincinnati CITY SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURES**

Procedure Name Leaves of Absence	
Procedure No. 3430-00-01	Eff. Date: 5/7/2012
Implements Board Policy (ies) <u>3430-Leaves of Absence</u>	Last Reviewed: <u>5/7/2012</u>

1. Background

Describe relevant background to the implementation of the policy.

All professional staff not covered by the terms of a CBA of this District shall be entitled to the leave benefits consistent with the benefits under the CBA which most closely aligns with the requesting employee's position.

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.

Provide leave of absence to employees upon proper documentation to support the leave.

4. Equity Considerations

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

5. Related Documents / Forms

Document Title	Description	Last Reviewed
1. ORC 3319.13		
2.		
3.		

6. Additional Information

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

-Collective Bargaining Agreement