
AURORA PUBLIC SCHOOLS
Adopted January 1987
Revised January 1998
Reviewed November 2007
Revised July 2010

APS Code: GCCBAA*

**ADMINISTRATIVE AND PROFESSIONAL/TECHNICAL
STAFF HEALTH LEAVE BANK**

The Board hereby establishes a health leave bank for all licensed and non-licensed administrative and professional/technical staff members, effective March 1, 1987.

The bank shall be funded initially by a mandatory contribution from each administrator and professional/technical staff member the equivalent of one day of her/his individual health leave.

Subsequent to the initial funding, administrators and professional/technical staff members new to the district will contribute the equivalent of one day of their health leave at the time the first allowance of health leave is accrued. Effective July 1, 2010, administrators and professional/technical employees transferring from an in-district non-administrative or professional/technical position will also contribute the equivalent of one day of their accrued health leave to the administrative and professional/technical health leave bank at the time of their first payroll period as an administrator or professional/technical employee.

Health leave days that have been contributed to the bank will be carried over from year to year. An additional contribution may be required of administrators and professional/technical employees, if during any month the days in the bank drop below 60. At such time, each administrator and professional/technical staff member will contribute one additional day of health leave the following month.

The Superintendent shall establish a procedure to administer the health leave bank.

AURORA PUBLIC SCHOOLS
Approved January 1987
Revised November 2003
Revised September 2008
Revised December 2013

APS Code: GCCBAA-R*

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The Health Leave Bank will be administered by a committee consisting of one non-licensed administrator, one licensed administrator appointed by the S.E.A. and the chief personnel officer or designee.

The following conditions shall govern the granting of health leave days from the bank.

- a. Bank days may not be granted until an administrator/professional technical staff member has used all of her/his individual paid leave time.
- b. Not more than 60 days may be used by one administrator/professional technical staff member in one school year.
- c. Not more than 60 days may be used by one administrator/professional technical staff member for the same injury or illness.
- d. Application for use of the bank will be made on the form available in the Human Resources Office.
- e. Since bank days are to be used only for serious illness or injury, medical evidence of such illness or injury will be required at the time the application is submitted.
- f. If an administrator/professional technical staff member misses less than five consecutive days of work, the committee may, but shall not be required to, grant bank days, even if the injury or illness might otherwise be considered serious.
- g. Upon approval, a total of three days of unpaid leave will be assessed to probationary employees, and five days of unpaid leave will be assessed to non-probationary employees per school year, after which health leave bank days will begin. Staff will not be assessed more than one time in a school year or more than one time for the same injury or illness.

Decisions of the Health Leave Bank Committee with respect to eligibility for bank health leave days shall be final and binding.

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At such time as an administrator/professional technical staff member begins receiving compensation from the workers' compensation plan, the District's long-term disability insurance or the PERA disability fund, s/he is not eligible to receive health leave days from the bank.