
AURORA PUBLIC SCHOOLS
Adopted May 1974 and May 1977
Recorded March 1992
Issued August 2001
Revised November 2007

APS Code: GCC

STAFF LEAVES AND ABSENCES

The Superintendent of Schools shall establish a regulation to ensure that all employee absences are recorded and maintained in an accurate and complete manner.

Cancellation of Leaves

In times of emergency, including work slowdowns, stoppages, strikes, etc., all leaves irrespective of type for all employees may be cancelled upon direction of the Superintendent of Schools.

REPORTING AND APPROVING STAFF ABSENCES

Page 1 of 4

An absence is defined as any activity which takes an employee away from District assigned duties.

A. Reporting Absences

1. Licensed and classified personnel are required to call in their absences to their immediate supervisor and to report by phone or online to the District Absence Reporting System (when required). The online and phone system is in operation 24 hours per day, seven days per week.
2. All absences must be reported whether or not a substitute is needed, and except when it is impossible to do so, must be reported prior to the start of the duty day.

Employees who have been absent three consecutive days without calling to speak with their supervisor will be considered to have abandoned their position and voluntarily resigned. If it was impossible for the employee to call in or to cause someone else to call in on his/her behalf, the employee may request reinstatement and each case will be evaluated individually by a human resources director.

B. Advance Approval

1. Where it is possible to do so, employees are expected to receive advance approval from their supervisor for all leave days. Failure to do so may result in disciplinary action.
2. The employee should not make arrangements to be absent, request a substitute, etc., until s/he knows that approval has been granted.

C. Categories of Leaves

1. School Business Leaves

REPORTING AND APPROVING STAFF ABSENCES

Page 2 of 4

- a. Teachers requesting conference attendance under the Master Agreement will need to complete and submit the form entitled Guidelines and Application to apply for Article 20 conference release time.
2. Personal Reason Leaves
 - a. All employee leaves which are not due to school business or paid health leave are considered leaves for personal reasons and are reported and tracked through the District Absence Reporting System (when required).
 - b. In advance of the absence, approval by a supervisor is required for the following types of personal reason leaves. Failure to secure advance approval may be treated as insubordination.
 - (1) Jury duty and witness leave (The employee must provide the supervisor/principal with a copy of the summons or subpoena at the time the request for approval is submitted);
 - (2) Reserve duty leave;
 - (3) Appointive and elective office leave;
 - (4) Leave without pay;
 - (5) Bereavement;
 - (6) Vacation leave; and
 - (7) Special leave
 - a. Except in the case of emergencies, advance approval is required. Employees who take special leave without determining that the leave will be approved, do so at the risk of having to take the day as leave without pay and at the risk of possible employee discipline that may include termination.
 - b. For teachers, in a given week, no more than 30 requests will be granted per day. To determine if the leave will be approved, the teacher should submit the leave request through the District

REPORTING AND APPROVING STAFF ABSENCES

Page 3 of 4

Absence Reporting System indicating if a substitute is required in advance of the absence. The employee's supervisor will be alerted of the request needing approval. The employee should not assume approval has been granted until notified by the District Absence Reporting System.

- c. Extended absences from the job to pursue personal interests (such as foreign travel, other employment, etc.), even when the leave would be without pay, are not acceptable. Therefore, except in extraordinary circumstances, employees shall not be granted unpaid leave from their jobs, except where such leave is required by law or available under existing District policy (e.g., health leave, vacation, etc.). A determination of "extraordinary circumstances" can only be made by the chief personnel officer or designee. An employee who is absent without authorization will be considered insubordinate and subject to discipline.

D. Monitoring Absences

1. Immediate supervisors will have the responsibility for monitoring leaves of their staff, including seeing that all absences are reported through the District Absence Reporting System (when required) in a proper and timely fashion.
2. To ensure accurate accounting, the immediate supervisor or designee will keep a listing of all employee absences and will verify the accuracy of the absence report on a weekly basis.
3. For employees with multiple assignments, the home school supervisor, working in concert with the other supervisor(s), will assume responsibility for monitoring absences. For additional instructions see regulation GCC-2-R.

AURORA PUBLIC SCHOOLS
Issued March 1992
Revised August 2001
Revised September 2008
Revised April 2010
Revised December 2015

APS Code: GCC-1-R

REPORTING AND APPROVING STAFF ABSENCES

Page 4 of 4

4. It will be the responsibility of the immediate supervisor to address excessive absences. Any unusual circumstance pertaining to an absence or absences shall be reported to human resources.
5. If the immediate supervisor feels that it is necessary, he/she may require that the employee furnish a medical statement.

E. Actual Accrual Paid Leave Package

* Work Year	170-189	11 Days
	190-204	12
	205-214	13
	215-227	14
	228 or more	15
	Teacher Contract	12

* The number of leave days accumulated are determined by the number of work days stated on the base contract.

AURORA PUBLIC SCHOOLS

APS Code: GCC-2-R

Issued May 1979

Recoded February 1992

Revised August 2001

Revised September 2008

Revised December 2015

ABSENCES - TEACHERS WITH MULTIPLE ASSIGNMENTS

1. Reporting Absences

- a. Report the absence using the District Absence Reporting system. Access is available both online and by phone 24 hours a day, seven days a week.
- b. Call the immediate supervisor at the home school and any other school at which scheduled to work that day.

2. Monitoring Absences

- a. The home school will assume the responsibility for monitoring absences of employees with multiple assignments.
- b. In addition to the home school, other schools should also keep a listing of the days an itinerant employee is absent from their building, but will have no responsibility for reporting or approving the absences.