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**AURORA PUBLIC SCHOOLS**

**APS Code: GCCB**

**Adopted March 1980**

**Revised April 1982**

**Recoded February 1993**

**Revised November 2007**

**Revised September 2014**

**Reviewed March 2019**

**Revised March 2024**

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**ADMINISTRATIVE, PROFESSIONAL/TECHNICAL AND INSTRUCTIONAL STAFF  
LEAVES AND ABSENCES**

**Special Leave**

Administrative, professional/technical and instructional staff will, upon submitting a request with a reason, be granted four days of special leave per contract year, subject to the approval of the immediate supervisor and the division or department head.