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**AURORA PUBLIC SCHOOLS**  
**Adopted October 1978**  
**Revised February 1990**  
**Recoded February 1999**  
**Revised November 2007**  
**Revised December 2013**  
**Revised September 2014**  
**Revised December 2015**

**APS Code: GCCAB**

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## **STAFF PERSONAL/EMERGENCY/LEGAL LEAVE**

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### **Family Health Emergency**

An employee who has accrued enough leave shall be entitled to a maximum of five days leave with pay during each year in the event of illness or disability of a member of her/his immediate family.

Due to unusual circumstances, the chief personnel officer or designee may extend the five day limit described above.

### **Jury Duty Leave**

Employees who are called for jury duty shall receive full pay during their absence but shall assign their jury duty pay, mileage expense excepted, to the District.

### **Appointive and Elective Office Leave**

Employees may request a leave of absence without pay to serve in an appointive or elective federal, state or local public office.

If an employee is appointed or elected to a Colorado State Board, committee or commission directly concerned with matters relating to the teaching profession or state public schools, the employee may serve without loss of pay provided the time spent is not more than five days during any school year. Additional time with or without pay may be granted by the chief personnel officer or designee.

### **Special Leave**

Upon submitting a request, three days of special leave of absence, with pay if the employee has accrued leave, may be granted to employees (except limited part-time and temporary employees) during each contracted year.

Reasons for special leaves of absence shall include accidents, court appearances, funerals,

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graduations, situations over which the employee has no control, and other similar cases.

### **Bereavement Leave**

The Board of Education shall grant regular and part-time employees up to five consecutive days of leave for bereavement, without loss of pay if the employee has enough accrued leave.

### **Definition of Immediate Family for Leave Purposes**

The term "members of the immediate family" shall mean the employee's spouse, child, father, mother, foster father, foster mother, foster children, stepmother, stepfather, stepchildren, domestic partners, partner in a civil union, father-in-law, mother-in-law, brother, sister, brother-in-law, sister-in-law, grandparent, grandchild or any other relative of the employee living in the immediate household.

**CROSS REF.:** See BOE/AEA Master Agreement