
AURORA PUBLIC SCHOOLS
Adopted January 1978
Recoded March 1993
Revised November 2007

APS Code: GCCBG*

ADMINISTRATIVE STAFF CONSULTANT LEAVE

Licensed administrators of the District may receive leave with pay, for up to five work days in any school year, to consult with educationally-related organizations and/or agencies.

The Superintendent of Schools or designee shall be responsible for approving such consultant days on an individual administrator basis.

AURORA PUBLIC SCHOOLS
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ADMINISTRATIVE STAFF CONSULTANT LEAVE

Administrators of the District who plan to provide consultant services for educationally-related organizations and/or agencies which will necessitate their absence from work on a duty day, must submit a written request to their division head describing the nature of the consultant activity in which they will be involved, along with an explanation of why it will necessitate their absence from work.

Each division head will be responsible for approving consultant days for the administrators they supervise, with the Superintendent or designee being responsible for reviewing requests submitted to division heads. Requests will be reviewed individually and generally will be approved if they:

1. Do not extend the individual administrator beyond the five-day consultant limitation for any one school year;
2. Do not necessitate the absence of a particular administrator during a period of time when her/his presence on the job is essential; and
3. Involve consultant activities with educationally-related organizations and/or agencies.

If a request is denied by a particular division head, the individual administrator may appeal said judgment to the Superintendent or designee who shall issue a final decision.