

## Staff Personal/Jury/Bereavement Leave

### **Personal business leave**

The hourly equivalent of three days of personal business leave shall be allowed per year. This time is subject to the approval of the administration. All unused personal hours may be carried over into the next school year as sick leave hours.

### **Legal leave**

Employees shall be excused for jury duty with no jeopardy to their employment or compensation.

Employees shall provide the district with documentation verifying their jury leave to avoid using personal leave.

### **Bereavement leave**

Bereavement leave may be granted at the discretion of the superintendent. All bereavement leave requests should be made to the superintendent. Up to the hourly equivalent of 5 days per year may be allowed by the superintendent and will be granted to all eligible employees in case of the death of an employee's immediate family member (spouse, child, parent, parent-in-law, sibling or grandparent).

Employee absences which extend beyond the hourly equivalent of five days due to a death in the family may be charged to the employee's sick, personal, or vacation leave, at the employee's option.

Adopted: November 27, 1990  
Revised: September 28, 1993  
August 27, 2002  
February 23, 2021

LEGAL REFS.: C.R.S. 13-71-119  
C.R.S. 13-71-126  
C.R.S. 13-71-129  
C.R.S. 13-71-132 through 13-71-134  
C.R.S. 2-4-401