

Staff Leave

Bereavement Leave

Five days of paid bereavement leave shall be granted to all eligible employees in case of the death of an employee's immediate family member (father, mother, sister, brother, spouse, partner in a civil union or child). Absence necessitated by a death in the employee's family of someone other than a member of the immediate family may be given the same consideration as a death in the immediate family upon recommendation of the executive director.

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

Extended Leave

Staff with three consecutive years of employment or more may have the opportunity for a leave of absence from BOCES employment for a period not to exceed one employment year. Application for such a leave must be made to the executive director by April 1 preceding the year of proposed leave. The executive director will make a recommendation to the Board. The BOCES Board has the final decision in granting or denying the request. Such a leave is without pay and without accumulation of sick leave or salary lane credit. Every effort will be made to return the employees to a comparable position he or she left prior to the leave of absence.

Staff Legal Leave

The Board recognizes the important role citizens play in our legal system, including the obligation to serve as jurors under appropriate circumstances and to appear in proceedings pursuant to subpoena or other court order.

All employees of the BOCES shall be excused for jury duty or when ordered to appear in a proceeding pursuant to subpoena or other court order with no jeopardy to their employment. Substitutes, when necessary for employees, shall be obtained in the usual manner and paid by the BOCES.

While state law provides that the BOCES is only responsible for paying employees their regular wages up to \$50 per day for the first three days of jury service, the BOCES believes it should support employees while on jury service up to a reasonable maximum. Therefore, the BOCES shall pay employees their regular wages for all days of jury service up to a maximum of 50 working days.

Pursuant to state law, after the first three days of jury service, the state pays each juror \$50 per day. Because employees will be receiving their regular wages from the BOCES, which in most instances is more than \$50 per day, all employees shall forward such payment from the state to the BOCES as an offset. If an employee's regular wages are less than \$50 per day, the BOCES will supplement the employee's regular wages to bring the daily wage up to \$50.

The executive director shall request that an employee be excused from jury duty service or the service delayed provided the special nature of the employee's qualifications would make it difficult to secure an adequate substitute or if the timing of the proposed jury service affords a threat to the welfare of the BOCES or the students concerned.

Adopted: Northwest Colorado BOCES

Revised: September 9, 2010
May 12, 2016

LEGAL REFS.: C.R.S. 14-15-101 et seq. (*Colorado Civil Union Act*)
C.R.S. 13-71-119 (*jury duty deferments and excuses – limitations*)
C.R.S. 13-71-126 (*compensation of employed jurors for first three days of service*)
C.R.S. 13-71-129 (*compensation of employed jurors after first three days of service*)
C.R.S. 13-71-132 through 13-71-134 (*juror's and employer's obligations*)