

# BP 2-17: Classified Staff Leave

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BOARD POLICY BP 2-17

APPROVED: April 28, 2014

EFFECTIVE: April 28, 2014

REVIEWED: March 5, 2018

REFERENCES: MCA 2-18-604 through 2-18-627

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Classified staff members are entitled to and subject to the provisions on leave as prescribed by the Montana Code Annotated.

The Board of Trustees also awards permanent, full-time, classified staff members three (3) days personal leave without reduction in salary provided the classified staff member gives two days written advance notice to the President or his/her designee. One additional personal leave day will be granted for 15 years of service at DCC, and one additional personal leave day will be granted for 25 years of service at DCC for a total of 5 personal leave days. Personal leave must be used within the year awarded. At the end of the contract year, any unused personal leave will be forfeited. Said leave shall not be deducted from classified staff member's sick leave. Personal leave will not be taken on special duty days, scheduled advising periods, and registration days, except under extenuating circumstances with the concurrence of the President or his/her designee.

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SCOPE                      This policy applies to Dawson Community College.

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PROCEDURES              The College President shall promulgate such procedures as may be needed to implement this policy.

History: 6/25/90, 9/24/01