

# BP 2-3: Direct Grant of Sick Leave

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BOARD POLICY BP 2-3

APPROVED: March 26, 2018

EFFECTIVE: March 26, 2018

REVIEWED: February 5, 2018

REFERENCES:

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DCC employees may, at their discretion, grant five (5) days of their personal sick leave to another employee, but cannot do so if the grant would reduce their personal sick leave balance to less than 5 days. Before sick leave can be contributed to another employee, the Human Resource Director shall gain written consent from the employee who is the beneficiary of the contributed leave. If some or all of the direct grant is refused, those days will be returned to the grantee's personal sick leave balance.

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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.
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History: 3/27/89; 11/25/13