

BP 2-1: Administrator Leave

BOARD POLICY BP 2-1

APPROVED: March 26, 2012

EFFECTIVE: March 26, 2012

REVIEWED: February 5, 2018

REFERENCES:

Administrators on 12-month contracts are eligible for the following leaves unless specifically contracted otherwise:

- **VACATION:** As per state policy, present accumulated vacation days, except the 20 days presently contracted, will be grandfathered into this policy with no administrator receiving fewer than 20 days. Present 12-month administrators are allowed to accumulate two years accumulated vacation days plus the present year's award until April 1 of each year, then excess days would be forfeited.
- **SICK LEAVE:** One day per month, cumulative. Present accumulated days grandfathered.
- **PERSONAL LEAVE:** Three days per year or in accordance with A.12.3 (Personal Leave) of the Employee Handbook.
- **BEREAVEMENT LEAVE:** Three days not to be deducted from sick leave for the death of any member of his/her immediate family.

SCOPE This policy applies to Dawson Community College.

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

History: 6/23/86, 9/87, 3/26/90, 12/21/92, 9/24/01, 3/26/12