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.