

BP 2-1: Employee Leave

BOARD POLICY BP 2-1

APPROVED: March 26, 2012

EFFECTIVE: March 26, 2012

REVIEWED: February 13, 2023

NEXT REVIEW DATE: March 2026

REFERENCES: M.C.A. 2-18-611; 2-18-612

RESPONSIBLE DEPARTMENT: Human Resources

Employees 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 15 days presently contracted, will be grandfathered into this policy with no employee receiving fewer than 15 days. Present 12-month employees are allowed to accumulate two years of accumulated vacation days plus the present year's award until September 30 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.
- The President's leave is negotiated in the President's contract.
- This leave policy does not apply to any faculty or classified staff who may be covered through a collective bargaining agreement.

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, 3/27/2023