

**DENMARK TECHNICAL COLLEGE
STATEMENT OF POLICY**



DTC POLICY NUMBER: 6-1-009

REF. STATE BOARD POLICY: NA

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POLICY TITLE: Leave Transfer Donation Policy

LEGAL AUTHORITY:

DIVISION OF RESPONSIBILITY: Fiscal Affairs

<u> x </u>		Fall 1998
NEW POLICY	REVISED POLICY	DATE APPROVED BY COMMISSION

PRESIDENT	DATE	CHAIRPERSON	DATE
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POLICY STATEMENT:

It is the policy of Denmark Technical College to encourage all employees to participate in the Employee Leave Transfer Program. The month of November is set aside and promoted by the college as "Leave Donation Month". Except in emergency situations, employees will transfer leave during this period only.