AREA II

FACULTY

PARAMETER G:

SALARIES, FRINGE BENEFITS AND INCENTIVES

I.1.2

I.1.2 The fringe benefits are granted, sick leave

Chapter 7

7. FACULTY BENEFITS, COMPENSATION, PRIVILEGES, AWARDS, AND RIGHTS

7.1. Privileges

7.1.1. Leave Privileges

The provisions and policies promulgated herein are specified in Civil Service Commission, Rule XVI of the Omnibus Rules on Leave, Implementing Book V of EO 292 and pursuant to CSC MC No. 5, s. 2021 which cover the provisions of the civil service rules on maternity leave, paternity and adoption leave.

7.1.1.1. Teacher's Leave

Faculty members, without designation, shall not be entitled to the usual vacation and sick leave credits but to proportional vacation pay (PVP) of 70 days of summer vacation plus 14 days of Christmas vacation. A teacher who has rendered continuous service in a school year without incurring absences without pay of not more than 1 ½ days is entitled to 84 days of proportional vacation pay.

Faculty members on teacher's leave basis who have summer load are entitled to honoraria based on BOR Resolution No. 40, s 2009.

7.1.1.2. Cumulative Leave

Granted to faculty members who are regularly performing administrative function whether permanent or temporary. After at least six months of continuous, faithful and satisfactory service the faculty shall be entitled to 15 days vacation leave and 15 days sick leave of absence with full pay, exclusive of Saturdays, Sundays and holidays of each year of service. Cumulative leaves not taken within the calendar year in which it was earned may be carried over to the succeeding year. The University President may, in his/her discretion, authorize the computation of the salary that would be received during the period of the vacation and sick leaves of any faculty member. Any faculty member who shall voluntary resign or be separated from the service through no fault of his own shall be entitled to a commutation of all accumulated leaves to his credit.

7.1.1.8. Special Leave Privileges (Rule XVI, Omnibus Rules on Leave, Section 21)

In addition to the vacation, sick, maternity and paternity leave, officials and employees with or without existing or approved Collective Negotiation Agreement (CNA), except teachers and those covered by special leave laws, are granted the following special leave privileges subject to the conditions hereunder stated:

"a) funeral/mourning leave	"(f) hospitalization leave
"(b) graduation leave	"(g) accident leave
"(c) enrollment leave	"(h) relocation leave
"(d) wedding/anniversary leave	"(i) government transaction leave
"(e) birthday leave	"(j) calamity leave

- That the official/employee may be granted a maximum of three (3) days within a calendar year of any or combination of special leave privileges of his choice which he would opt to avail;
- That such privileges shall be non-cumulative and non-commutative;
- That the official/employee shall submit the application for the said special leave privileges for at least one (1) week prior to its availment except on emergency cases; and
- Special leave privilege may be availed of by the official/employee when the occasion is personal to him and that of his immediate family.

7.1.1.9. Sick Leave

Sick leave refers to leave of absence granted only on account of sickness or disability on the part of the employee concerned or any member of his immediate family (CSC MC. 41, s.1998). May be granted only on account of illness on the part of the faculty member or any member of his immediate family not due to vicious and immoral habits, intemperance, or willful misconduct.



ANNEX A

Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT 2. NAME: (Last) (First) (Middle)

3. DATE OF FILING: March 7, 2023 4. POSITION: Faculty Rank I 5. SALARY:

6. DETAILS OF APPLICATION

6.A TYPE OF LEAVE TO BE AVAILED OF

- [ ] Vacation Leave (Sec. 51 Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- [ ] Mandatory/Forced Leave (Sec. 25 Rule XVII, Omnibus Rules Implementing E.O. No. 292)
- [x] Sick Leave (Sec. 43 Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- [ ] Maternity Leave (R.A. No. 11210 / IRR issued by CSC, DOLE and SSS)
- [ ] Paternity Leave (R.A. No. 8187 / CSC MC No. 71, s. 1998, as amended)
- [ ] Special Privilege Leave (Sec. 31 Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- [ ] Solo Parent Leave (R.A. No. 8972 / CSC MC No. 8, s. 2004)
- [ ] Study Leave (Sec. 68 Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- [ ] 10-Day VAWC Leave (R.A. No. 9262 / CSC MC No. 15, s. 2005)
- [ ] Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- [ ] Special Leave Benefits for Women (R.A. No. 9710 / CSC MC No. 25, s. 2010)
- [ ] Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended)
- [ ] Adoption Leave (R.A. No. 8552)

Others:

6.B DETAILS OF LEAVE

In case of Vacation/Special Privilege Leave:
- [ ] Within the Philippines:
- [ ] Abroad (Specify):

In case of Sick Leave:
- [ ] In Hospital (Specify Illness):
- [x] Out Patient (Specify Illness): Benign Paroxysmal Positional

In case of Special Leave Benefits for Women:
(Specify Illness):

In case of Study Leave:
- [ ] Completion of Master's Degree
- [ ] Bar/Board Examination Review

Other purpose:
- [ ] Monetization of Leave Credits
- [ ] Terminal Leave

6.C NUMBER OF WORKING DAYS APPLIED FOR: One day (1)
INCLUSIVE DATES: March 6, 2023

6.D COMMUTATION:
- [ ] Not Requested
- [ ] Requested

(Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7.A CERTIFICATION OF LEAVE CREDITS
As of 2/28/23

	Vacation Leave	Sick Leave
Total Earned	37.500	97.416
Less this application		1
Balance		96.416

TERESITA T. TAYBO
Head, HRMDO Designate

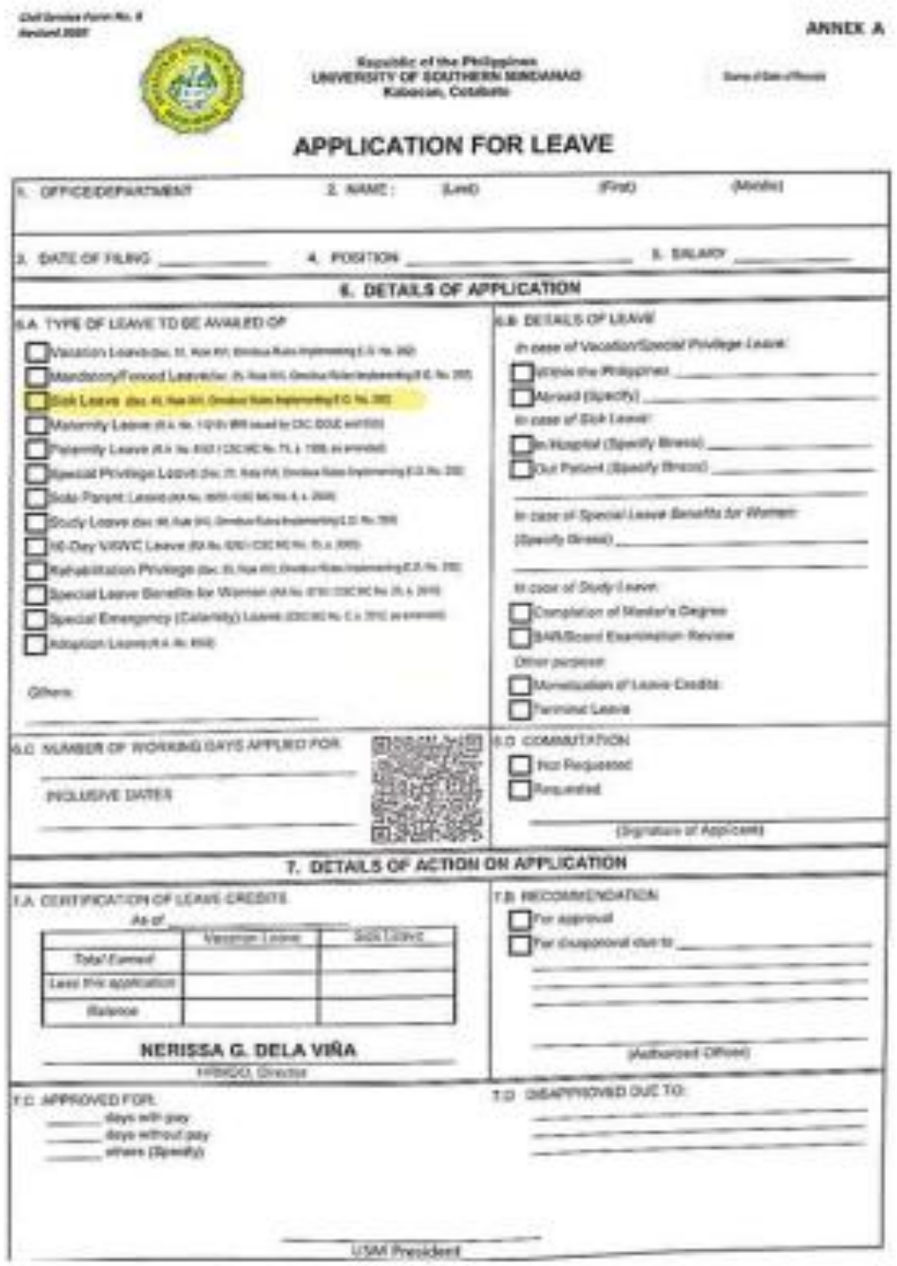
7.B RECOMMENDATION
- [ ] For approval
- [ ] For disapproval due to:

(Authorized Official)

7.C APPROVED FOR:
1 day with pay
_____ days without pay
_____ others (Specify):

7.D DISAPPROVED DUE TO:

FRANCISCO GIL R. GARCIA
SUC President IV



Civil Service Form No. 6
Revised 2020

ANNEX A

Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato

Name of Date of Receipt

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT 2. NAME: (Last) (First) (Middle)

3. DATE OF FILING _____ 4. POSITION _____ 5. SALARY _____

6. DETAILS OF APPLICATION

6.A TYPE OF LEAVE TO BE AVAILED OF

- ☐ Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ Mandatory/Forced Leave (Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ Maternity Leave (R.A. No. 11210 / IRR issued by CSC, DOLE and DSD)
- ☐ Paternity Leave (R.A. No. 8187 / CSC MC No. 71, s. 1998, as amended)
- ☐ Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ Solo Parent Leave (RA No. 8972 / CSC MC No. 8, s. 2004)
- ☐ Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ 10-Day VAWC Leave (RA No. 9262 / CSC MC No. 15, s. 2005)
- ☐ Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ Special Leave Benefits for Women (RA No. 9710 / CSC MC No. 25, s. 2010)
- ☐ Special Emergency (Calamity) Leave (CSC MC No. 2 s. 2012, as amended)
- ☐ Adoption Leave (R.A. No. 8552)

Others: _____

6.B DETAILS OF LEAVE

In case of Vacation/Special Privilege Leave:
- ☐ Within the Philippines _____
- ☐ Abroad (Specify) _____

In case of Sick Leave:
- ☐ In Hospital (Specify Illness) _____
- ☐ Out Patient (Specify Illness) _____

In case of Special Leave Benefits for Women:
(Specify Illness) _____

In case of Study Leave:
- ☐ Completion of Master's Degree
- ☐ BAR/Board Examination Review

Other purpose:
- ☐ Monetization of Leave Credits
- ☐ Terminal Leave

6.C NUMBER OF WORKING DAYS APPLIED FOR: _____

INCLUSIVE DATES: _____

6.D COMMUTATION
- ☐ Not Requested
- ☐ Requested

_____
(Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7.A CERTIFICATION OF LEAVE CREDITS
As of _____

	Vacation Leave	Sick Leave
Total Earned		
Less this application		
Balance		

NERISSA G. DELA VIÑA
HRMDO, Director

7.B RECOMMENDATION
- ☐ For approval
- ☐ For disapproval due to: _____

_____
(Authorized Official)

7.C APPROVED FOR:
_____ days with pay
_____ days without pay
_____ others (Specify)

7.D DISAPPROVED DUE TO:

_____
USM President