AREA II

FACULTY

PARAMETER G:

SALARIES, FRINGE BENEFITS, AND INCENTIVES

I.1.4

I.1.4 Fringe benefit: Vacation 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.

7.1.1.3. Vacation Service Credits

Teacher's vacation service credits refer to the leave credits earned for services rendered on activities, during mid-year term vacation or Christmas vacation, as authorized by proper authority. These vacation service credits are used to offset absences of a teacher due to illness or to offset proportional deduction in vacation salary due to absences for personal reasons.

7.1.1.4. Maternity Leave

7.1.1.4.1. Grant of Maternity Leave

The guidelines on the grant and availment of Maternity Leave are prescribed based on the Civil Service Commission (CSC) Memorandum Circular No. 5, s. 2021 dated April 28, 2021, Amendment to Omnibus Rules on Leave (CSC MC No. 41, s. 1998, as amended.

All qualified female employee, regardless of her civil status, employment status, length of service and legitimacy of the child, in addition to her vacation and sick leave credits earned, shall be granted the applicable maternity leave, as follows:

a. One hundred five (105) days maternity leave with full pay for live childbirth regardless of the mode of delivery, whether normal or caesarian.
b. Sixty (60) days with full pay for cases of miscarriage or emergency termination of pregnancy.

The expectant mother should submit their application for maternity leave through channels at least thirty (30) days in advance, and whenever possible, specify the coverage of the leave. Give prior notice of her pregnancy to the authorized officer of her agency of her pregnancy and her availment of maternity leave at least thirty (30) days in advance, whenever possible, specifying the effectivity of the leave.

7.1.1.4.2. Extended Maternity Leave

The female faculty who availed of the 105 days maternity leave may file an extension up to a maximum of

thirty (30) days either without pay, or with pay charged against her earned sick/vacation leave credits.

To avail of this, the female faculty must submit a written notice to HRMDO Director at least 45 days before the end of her maternity leave period, except in case of medical emergencies. The extension of maternity leave without pay shall not be considered as gap in the service of the concerned faculty.

7.1.1.4.3. Frequency of the Grant of Maternity Leave

The female faculty shall be granted maternity leave in every instance of pregnancy, regardless of frequency.

In case of overlapping benefit claims, she shall be granted maternity benefits for the two contingencies in consecutive manner. She shall also be paid only one maternity leave benefit, regardless of the number of offspring, per childbirth of delivery.

7.1.1.4.4. Tenure of Female Faculty Availing the Expanded Maternity Leave

The availment of maternity leave shall not be used as basis for diminution or reduction in rank, status or salary of the faculty nor for termination of her employment.

7.1.1.4.5. Maternity Leave After Termination of Employment

Maternity leave with full pay shall be granted even if the childbirth, miscarriage or emergency termination of pregnancy occurs not more than (15) calendar days after the termination of faculty's service as her right thereto has already accrued.

However, in case of illegal termination of employment, the prescriptive period of fifteen (15) calendar days shall not apply and the faculty shall be paid, based on salary, the full amount of the maternity leave depending on her case.

Civil Service Form No. 6
Revised 2020

ANNEX A

Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato

Stamp of Date of Receipt

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT	2. NAME : (Last)	(First)	(Middle)
CBDEM / Accountancy Dep	BANGCAYA ,	SANDRA ANGELA	AMOLO

3. DATE OF FILING June 25, 2024 4. POSITION Asso Prof. III 5. SALARY SG 21

6. DETAILS OF APPLICATION

6.A TYPE OF LEAVE TO BE AVAILED OF

- [x] 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 SSS)
- [ ] 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:
Charge to service credit

6.B DETAILS OF LEAVE

In case of Vacation/Special Privilege Leave:
- [x] 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
1 day

INCLUSIVE DATES
June 29, 2024

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

(Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7.A CERTIFICATION OF LEAVE CREDITS
As of 5/31/24

	Vacation Leave	Sick Leave
Total Earned	8. 10. 436	
Less this application	1	
Balance	9.436	

NERISSA G. DELA VIÑA
HRMDO, Director

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

Cheryl V. Pulay, DBA
(Authorized Officer)

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

7.D DISAPPROVED DUE TO:

JONALD L. PIMENTEL
SUC President IV