



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A
Philippines

Office of the President

15 January 2002

MEMORANDUM CIRCULAR NO. 1
Series of 2002

T O: All Faculty Members Concerned, Department Heads and Clerks-in-Charge

R E: Revised Regulation on Teacher's Leave


Pursuant to BOR Resolution No. 30, s. 2001, LSU will now adopt the Civil Service Regulation on Teacher's Leave for LSU Faculty. Hence, Sec. 203 of the LSU Code is hereby modified as follows:

Sec. 203: Teacher's Leave shall consist of seventy (70) days in each academic year. In addition to the fourteen- (14) days of Christmas vacation, such leave may be enjoyed only during the regular summer vacation period of the college. All other existing policies of the Board of Regents and the Civil Service Commission regarding service credits, proportional vacation pay (PVP), working hours, etc. shall apply.

Henceforth, all absences/undertime of faculty members on Teacher's leave shall have to be indicated/reported in their Certificate of Service Rendered (CSR) by the Clerk-in-Charge. Failure to do so shall be enough grounds for administrative sanction of the teacher, clerk, and immediate supervisor, individually or collectively. Those on teacher's leave are likewise reminded that the semestral break is not part of this leave privilege. The semestral break is the time for preparation for the succeeding semester, or reading of thesis manuscript and complying with other academic obligations. Sick leave of a faculty on teacher's leave status shall be without pay if he/she has no more service credits.

This will take effect January 1, 2002.

For information and compliance.


PACIENCIA P. MILAN
President



LEYTE STATE UNIVERSITY
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Office of the Board Secretary

**EXCERPTS OF APPROVED MINUTES OF THE
2nd LSU Board of Regents Meeting
14 November 2001 * LNU, Tacloban City**

**Adoption of Civil Service Regulation on Teachers' Leave
For LSU Faculty and Subsequent Modification of LSU Code**

The Board passed

BOR Resolution No. 30, s. 2001

Approving the adoption of Civil Service Regulation on Teachers' Leave for LSU Faculty and subsequent modification of LSU Code effective January 1, 2002:

Civil Service Regulation on Teachers' Leave

Teachers shall not be entitled to the usual vacation and sick leave 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

Modification of LSU Code

From (Section 201): *Teacher's leave shall consist of thirty (30) days in each academic year, in addition to the usual Christmas vacation. Such leave may be enjoyed only during the regular summer vacation period of the college. However, the president may, at his discretion and on recommendation of the department head, grant leave in excess of thirty days to members of the faculty whose services are not required during summer vacation periods.*

To (Section 203): *Teacher's leave shall consist of seventy (70) days in each academic year. In addition to the fourteen (14) days of Christmas vacation, such leave may be enjoyed only during the regular summer vacation period of the college. All other existing policies of the Board of Regents and the Civil Service Commission regarding service credits, proportional vacation pay (PVP), working hours, etc. shall apply.*

BOARD ACTION: APPROVED

Date: 14 November 2001

ATTACHMENT: M

Certified True and Correct:

DANIEL M. TUFTUD JR.
Board Secretary

Cc: OVPA
HRMO