

VISAYAS STATE COLLEGE OF AGRICULTURE  
Baybay, Leyte  
OFFICE OF THE PRESIDENT

July 5, 1996

MEMORANDUM NO. 91  
Series of 1996

T O: All VISCA Staff Concerned  
SUBJECT: Grant of Special Leave Privileges

Pursuant to CSC Memorandum Circular No. 6, series of 1996 the following special leave privileges may be granted to the ViSCA staff.

- a. Paternity leave
- b. Funeral/Mourning leave
- c. Graduation leave
- d. Enrollment leave
- e. Wedding/Anniversary leave
- f. Birthday leave
- g. Hospitalization leave
- h. Accident leave
- i. Relocation leave

Subject to the following conditions:

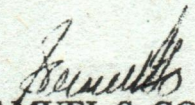
1. That the employee may be granted a maximum of three (3) days within a calendar year for the availment of any special privilege or a combination of the special leave privileges of his/her choice;
2. That such special leave privileges shall be non-cumulative and non-commutable;
3. That the employee shall seek approval of the application for the said special leave privilege for at least one (1) week prior to the availment of the special privilege, except on emergency cases;



4. That pursuant to DECS Order No. 34, series of 1996, only those placed under the "vacation and sick leave" basis are entitled to the special leave privileges.
5. That this special leave privileges shall be granted on account of items a to i on the part of the employee concerned or any member of his immediate family.
  - 5.1 Provided that items e and f shall be personally applicable to the employee concerned.
  - 5.2 Immediate family includes relative living under the same roof and dependent upon the employee for support (Section 16, letter b, Civil Service Law and Rules, R.A. 2260, as amended by R.A. Nos. 6040 and 6446).

It is understood, however, that same, if utilized shall not be charged to or deducted from the officials/employees accumulated leave credits.

Please be guided accordingly.

  
SAMUEL S. GO  
President