



# LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A  
Philippines

Office of the President

15 January 2002

## MEMORANDUM CIRCULAR NO. 2

Series of 2002


**T O: All Regular Faculty and Staff on Vacation & Sick Leave Status**  
**R E: Additional Ten (10) Non-Cumulative Vacation Leave With Pay**  
**(Compensatory Day-Off)**

Pursuant to BOR Resolution No. 29, s. 2001, LSU will now give additional ten (10) days non-cumulative vacation leave with pay to regular faculty and staff on vacation-sick leave status with the following requirements:

1. *Only regular faculty and administrative staff on vacation sick leave status shall be entitled to this leave or compensatory day-off.*
2. *At the beginning of the year and not later than January 15 every year thereafter, the faculty and staff concerned shall submit his/her schedule of availing this non-cumulative vacation leave, duly endorsed by the department/office head and center director. If not enjoyed as scheduled, the same can no longer be availed for another date unless prior arrangements are made.*
3. *This special privilege shall have a separate control or record by HRMDO.*
4. *Those on scholarship, travel and on long leave of absence for one month or more either official or not, cannot avail of this privilege for the year.*
5. *Those with pending or with unserved penalty of an administrative case cannot also avail of this privilege.*
6. *Those in-charge of processing financial documents and preparation of reports required by higher offices should not avail of this leave during peak period such as December, January and February of every year. Also, those involved in the preparatory works during graduation and anniversary should not file their leave on March and July/August of the year, respectively.*

This will take effect January 1, 2002.

For information.

  
**PACIENCIA P. MILAN**  
President