

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

February 17, 1998

**MEMORANDUM NO. 20**  
Series of 1998

**T O: All VISCA Faculty**  
**R E: Abolition of the 15 Days Non-Cumulative Sick Leave Privilege to Faculty Members on Teacher's Leave Status**

The 15 days non-cumulative sick leave privilege granted to faculty members on teacher's leave status is granted by virtue of Sec. 20, Art. 2, Chapter 19 of the VISCA Code, which is hereby quoted:

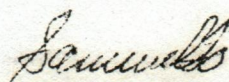
"Sec. 20. Teacher's leave shall consist of thirty (30) days in each academic year, in addition to the usual Christmas vacation. Such leave may be enjoyed only during the regular summer vacation period of the college. However, the President may, at his discretion and on recommendation of the Department Head, grant leave in excess of thirty days to members of the faculty whose services are not required during summer vacation periods.

Each faculty member may be granted an additional fifteen (15) days leave in case of illness during the regular class term, for every academic year, which shall not be cumulative; Provided, that more than five (5) days leave enjoyed due to illness must be supported by a medical certificate.

In case of sickness exceeding fifteen (15) days during a regular class term, teacher's leave with pay not exceeding thirty (30) days in lieu of the summer vacation may be allowed at the discretion of the President; Provided, that the work of the faculty member to whom such leave is granted is duly taken care of without the need of a new appointee; Provided further, that when such vacation leave has been allowed during the regular class period, the teacher's leave for the succeeding summer vacation period shall correspondingly be reduced."

This 15 days leave privilege is in lieu of the reduced summer vacation which is only 30 days instead of the regular 60 days. However, with the grant of the full 60 days summer vacation per Memorandum No. 133, s. of 1991 of this office, this additional leave privilege is no longer applicable, hence, effective immediately, this 15 days non-cumulative sick leave granted to faculty members on teacher's leave status is no longer allowed.

Please be guided accordingly.

  
**SAMUEL S. GO**  
President



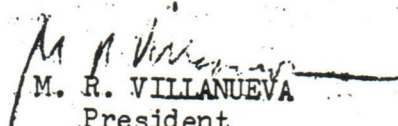
October 8, 1991

MEMORANDUM NO. 133  
Series of 1991

T O: All Faculty Members  
SUBJECT: SUMMER VACATION/HONORARIUM

This office has approved the recommendation of the Academic Personnel Board to grant two (2) months summer vacation to faculty members on teachers' leave status effective School Year 1992-1993 regardless of whether honorarium was granted in the preceeding summer, provided further that the required service for the immediate prior period has been rendered. On the other hand, faculty members with vacation/sick leave status are expected to teach summer courses when needed without honorarium nor service credits except for overload pay if applicable.

For information and guidance of all concerned.

  
M. R. VILLANUEVA  
President

cc: OVPAA  
ODI  
Personnel