



27 July 2021

MEMORANDUM CIRCULAR NO. 76
Series of 2021

T O: All Concerned
R E: Teachers' Leave


This is to inform you that faculty under Teachers' Leave Status shall have their teacher' leave from Aug. 7-22, 2021 (16 days) after the last day of submission of final grades for the 2nd Semester. This will also serve as the "teachers' break" requested by the faculty association federation which was approved by the UADCO during its July 15, 2021 meeting. The balance of the number of days of teachers' leave in which the faculty are entitled to avail shall be granted to them in the form of service credits. Below is the computation of the teachers' leave for SY 2020-2021:

Christmas Vacation	16 days (Dec. 18, 2020 – Jan. 3, 2021)
Teachers' Leave	16 days (Aug. 7-22, 2021)
Non-cummulative sick leave	10 days
Service Credits	<u>42 days</u>
Total	84 days

Although they are already on teachers' leave on Aug. 16-18, they still have to attend the Faculty Onboarding Program scheduled on these dates.

Faculty members who are on Vacation-Sick Leave Status may file a leave using their available leave credits if they want to go on a one-week break.

For your guidance and compliance.


EDGARDO E. TULIN
President