



7 December 2016

MEMORANDUM CIRCULAR NO. 84
Series of 2016

T O: All Professors/Instructors on Teachers' Leave Status
R E: Teachers' Leave for SY 2016-2017

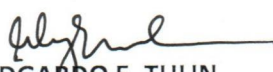
Please find below the schedule for teachers' leave for SY 2016-2017 as follows:

December 17-31, 2016	-	15 days
January 1-9, 2017	-	9 days
June 8-30, 2017	-	22 days
July 1-31, 2017	-	31 days
Aug. 1, 2017	-	<u>1 day</u>
		78 days

Please take note of the following:

1. The official start of teachers' leave is on Dec. 17, 2016. It is expected that before the teachers go on leave, all final grades for 1st Semester shall have been submitted. However, since Dec. 17 is just one week after the end of the final exams, some teachers may not be able to finish computing the grades. Thus, the following options are available:
 - a. Those who can submit their final grade sheets by Dec. 16, 2016 can start spending their teachers' leave on the 17th.
 - b. Those who cannot submit can extend and continue working on their grades the following week. However, they will earn service credits for the number of days spent doing the grades, duly certified by the department head.
2. Enrolment for 2nd Semester, SY 2016-2017 will be on Jan. 3-6, 2017. Faculty members on teachers' leave who are involved in the enrolment period (academic advisers) shall have to report back to work starting Jan. 3, 2017 instead of Jan. 10, 2017. However, they will also be given service credits for the period they served on Jan. 3-9, 2017.
3. As shown above, the total number of days for teachers' leave is only 78, which still lacks 6 days to complete the 84 days. The balance of 6 days shall be granted as **NON-CUMMULATIVE SICK LEAVE** which the faculty can enjoy until May 31, 2018.
4. All faculty members who are on teachers' leave status shall submit an Application for Leave form before going on teachers' leave for monitoring purposes by the PRPEO.
5. Faculty members on teachers' leave status who are not involved in enrolment shall be back to work on Jan. 10, 2017, the official start of classes for the 2nd Semester, SY 2016-2017.

For your guidance.


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President