

VINO
FILE

OFFICE OF THE PRESIDENT

26 August 1986

MEMORANDUM NO. 98
Series of 1986

T O: All Faculty Members and Staff

R E: Guidelines Pertaining to Accumulation and Commutation of Leave

For the guidance of all concerned, the following are pertinent provisions from several circulars issued by the Civil Service Commission and MECS related to Executive Order No. 1077, providing for the accumulation and commutation of leave in excess of 300 days.

Civil Service Commission - Memo Circular No. 4, s. 1986

1. The reckoning date for crediting accumulated leave in excess of 300 days shall start on October 12, 1981, the date CSC Resolution No. 81-1158 was promulgated. Leave credits in excess of 300 days before this date shall be deemed forfeited;
2. Any officer or employee of the government who retires or voluntarily resigns or is separated from the service through no fault of his own on or after January 9, 1986 shall be allowed commutation of accumulated leave in excess of 300 days provided his leave benefits are not covered by any special law. All pertinent records relative thereto should be sent to the Civil Service Commission before payment of terminal leave for confirmation;
3. A staggered schedule of vacation leave of officials and employees for a minimum of five (5) working days annually shall be prepared. Those with accumulated vacation leave of less than ten (10) days shall have the option to go on scheduled vacation leave or not.

MECS Order No. 30, s. 1986

In this connection, it is hereby directed that a staggered schedule of vacation leave of all officials, employees and teachers on the vacation and sick leave basis be prepared every year. In the preparation of the schedule, their welfare as well as the exigencies of the service shall be taken into consideration. The schedule shall be brought to their attention and they should also be encouraged to take advantage of their vacation leave privilege. Those who have an accumulated vacation leave of less than ten (10) days shall have the option to go on scheduled vacation leave or not. The schedule of vacation leave shall be kept in the school or office concerned. Inclosed is the form to be accomplished for this purpose.

CSC Resolution No. 86-062

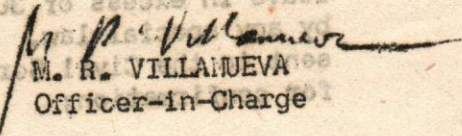
The vacation and/or sick leave that an official or employee has accumulated from the start of his employment shall be credited in his favor, provided that there shall be deducted from the accumulated leave five (5) working days annually if no leave of absence has been already incurred, or the balance to complete five (5) days if the number of days of leave already enjoyed is less than five (5) working days.

CSC Memo Circular No. 6, s. 1986

Vacation leave of absences from one (1) day to four (4) days totalling five (5) or more days spent prior to June 17, 1986, shall be considered to have covered the annual five-day vacation leave mandated under Executive Order No. 1077. Henceforth, only vacation leave of five (5) successive working days or more shall be considered and those who have not taken such leave shall be so scheduled. Provided, that any previously scheduled leave may be cancelled as the exigency of the service requires and that such scheduled leave not enjoyed shall no longer be deducted from the total accumulated leave.

In this connection, may I call the attention of all department/center/office heads to prepare and submit to the Personnel Office a schedule of vacation leave of all faculty and staff on vacation-sick leave status to cover the five-day vacation leave for 1986 as mandated under E.O. 1077 following the scheme under the preceding paragraph.

Please be guided accordingly.


M. R. VILLANUEVA
Officer-in-Charge

MEMO Order No. 32, s. 1986

In this connection, it is hereby directed that a staggered schedule of vacation leave of all officials, employees and teachers on the vacation and sick leave basis be prepared every year. In the preparation of the schedule, their welfare as well as the exigencies of the service shall be taken into consideration. The schedule shall be brought to their attention and they should also be encouraged to take advantage of their vacation leave privilege. Those who have an accumulated vacation leave of less than ten (10) days shall have the option to go on scheduled vacation leave or not. The schedule of vacation leave shall be kept in the school or office concerned. Included is the form to be accomplished for this purpose.

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