



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

PC I, 5

I.5 Administrative arrangements are adopted when vacancies/leaves absence occur during the term.

Documents attached:

- FACULTY MANUAL



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FACULTY MANUAL

Prepared by
PUT Department of Research, Planning & Development



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- (18) Nepotism;
- (19) Oppression; and
- (20) Willful violation of the provisions of the Civil Service Act.

8. **LEAVE PRIVILEGES**

Leave of absence in the University shall be classified as teacher's leave, cumulative leave (vacation-sick leave), maternity leave, and military service leave. These shall be followed until repeated or amended.

8.1 Teacher's Leave

- 8.1.1 Full-time members of the faculty who do not normally perform administrative functions shall be on the teacher's leave basis. They shall render service for only forty weeks of the calendar year, and shall be entitled to two weeks Christmas vacation and ten weeks long vacation periods, less deductions for proportionate reduction of vacation due to absence(s) without pay during the school year, if any.
- 8.1.2 The inter-semester period shall not be a vacation for the faculty members, but a time to grade examination papers, prepare reports of students grades, clear up all other pending academic and committee work, and help in the registration for the following semester.
- 8.1.3 Service credits may be granted to faculty members on teacher's leave basis for services rendered by them during vacation period and/or non-working days; Provided, That such services were duly authorized by proper authorities.
- 8.1.4 Service credits may be used for purposes of the following:
 - 8.1.4.1 To offset authorized absences due to illness of the faculty or any member of his immediate family;
 - 8.1.4.2 To offset deduction for proportionate reduction of vacation with pay;
 - 8.1.4.3 To offset absences without pay to maternity leave.
- 8.1.5 No vacation salary shall be paid a faculty member who has been separated from the service by dismissal for cause.

8.2 Cumulative Leave

- 8.2.1 Vacation and sick leave shall be granted to members of the faculty who regularly perform administrative functions whether permanent or temporary.
- 8.2.2 After six months of continuous and satisfactory service, the persons mentioned in the preceding article shall be entitled to vacation and sick leave



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at the rate of 15 days vacation leave and 15 days sick leave of absence with full pay, exclusive of Saturdays, Sundays, and holidays, for each year of service.

8.2.3 Vacation leave and sick leave shall be cumulative and any part thereof which may not be taken within the calendar year in which it was earned may be carried over to the succeeding years; and whenever any officer or employee referred to herein shall voluntarily resign or be separated from the service through no fault of his own, he shall be entitled to the commutation of all accumulated vacation and/or sick leave to his credit. Provided, that the President may in his discretion authorize the commutation of the salary that would be received during the period of vacation and sick leave of any appointed officer, employee, faculty, or laborer of the University and direct its payment on or before the beginning of such leave from the fund out of which the salary would have been paid; Provided furthermore, that no person whose leave has been commuted following the separation from the service, shall be reappointed or reemployed in the University before the expiration of the commuted leave unless he first refund the money value of the unexpired portion of the leave commuted.

8.2.4 Vacation leave may be enjoyed for any cause provided the employer's service can be spared without detriment to the service. Sick leave, however, may be granted only on account of sickness on the part of the employee concerned or of any member of his immediate family, not due to immoral habits, intemperance or willful misconduct.

8.2.5 A forced leave of five (5) days per year shall be required of all academic personnel designated to perform administrative functions. The five (5) days shall be deducted from his annual vacation/sick leave.

8.3 Maternity Leave

8.3.1 Maternity leave shall be granted to legally married female members of the faculty subject to the following conditions:

8.3.1.1 Permanent faculty members who have rendered two or more years of continuous service (under regular appointment) shall be entitled to sixty (60) days maternity leave with full pay;

8.3.1.2 Permanent faculty members who have rendered less than two years of continuous service shall be entitled to sixty (60) days maternity leave with half pay;

8.3.1.3 Temporary faculty members, who have rendered two or more years of continuous service shall be entitled to sixty (60) days maternity leave with half pay;

8.3.1.4 Temporary faculty members who have rendered less than two years of continuous service shall be entitled to a number of days



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of maternity leave with pay based on the ratio of thirty days of maternity leave to two years of continuous service.

- 8.3.2 Every married female faculty who is an expectant mother must go on maternity leave at least fifteen days before the expected date of delivery.
- 8.3.3 Faculty members who are expectant mothers should submit applications for maternity leave on the prescribed form duly supported by a medical certificate, through their immediate supervisor, at least three weeks before the effective date of leave.
- 8.3.4 A married faculty may return to duty on the day following the expiration of her maternity leave of sixty days. She may, however, extend such leave beyond the prescribed sixty-day period. If she chooses to do so, she shall notify the President through channels to make the necessary arrangements for the continuance of the service of the substitute teacher not later than two weeks prior to the termination of the sixty-day period. The extension of the leave shall be without pay and shall not exceed one year, unless the cause of extension is on account of illness for which the leave shall be with or without pay as the case may be, subject to the availability of service credits which could be used to offset absence on account of illness. The pay is not, however, commutable.

A faculty on maternity leave may return to duty at any time during the semester after the termination of her leave. Her position shall be relinquished by the substitute teacher upon her return to duty.

- 8.3.5 If a female faculty member applies for a leave immediately after the expiration of her maternity leave (sixty days) such leave shall be charged against her vacation and sick leave or service credits whichever is applicable.
- 8.3.6 The vacation and service credit of a teacher on the teacher's leave basis may be used to offset absence due to maternity leave without pay. However, her salary corresponding to the period off-set by her vacation service credits is not commutable.
- 8.3.7 A faculty member who is enjoying maternity leave may be permitted to go back to work before the expiration of the leave upon certification of a doctor about her fitness to work.
- 8.3.8 When a teacher goes on maternity leave at the beginning of the Christmas vacation, or of the long vacation, she should be granted first the Christmas vacation pay or the long vacation pay, and then the sixty days maternity leave pay.
- 8.3.9 Proportional vacation pay should not be granted at the time the faculty goes on maternity leave if her leave does not extend to the end of the school year. In computing for long vacation pay for the school year, the period of actual service rendered during the school year including that covered by



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the maternity leave, as well as the absences offset by vacation service, should be counted as service rendered during the school year.

8.3.10 Part-time members of the faculty who expect to give birth during a semester should notify their respective dean/director about the matter. They shall not be given assignments during the semester in which they expect to give birth. Violation of this provision shall deprive the faculty of assignments in the succeeding term.

8.4 Military Service Leave

8.4.1 Military Service Leave shall be granted to members of the faculty, officers and employees. Any person who may be called to military service in accordance with the National Defense Act or any other law for trainee instructions, or for regular active duty training, shall be paid his salary during his absence for such purpose, unless he elects otherwise.

8.4.2 When he goes for training voluntarily with the Armed Forces of the Philippines, he shall apply for leave of absence. In case the application is approved, he shall draw no compensation from the University during his absence; Provided, however, that his absence shall not curtail his vacation leave privileges in the University.

8.5 Leave Without Pay and Unexplained Absences

8.5.1 Leave of absence without pay, not to exceed one year at a time, shall be granted for good cause, the absence to be timed in advance so as not to interfere with the work of the University; Provided, however, that where a leave of absence without pay is applied for in order that the applicant may pursue advanced studies abroad, the University President may direct the Vice President for Academic Affairs or Dean/Director concerned to ascertain whether it would be a more feasible arrangement for the University, in case the application is granted, to allot the functions of the absent faculty member among the remaining members or to employ a substitute, and to make a corresponding report thereof.

8.5.2 Any member of the faculty, officer or employee of the University shall be dropped from the service for unexplained continuous absences for a period of six months:

8.6 Study Privilege

8.6.1 Regular members of the faculty, officers and other personnel shall have the privilege of enrolling in the University for not more than twelve units a semester at Board approved reduced rates of fees in courses that shall be beneficial to their official work in the University, subject to the approval of the President or his designated representative.



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8.6.2 Any part-time faculty enjoying study privileges shall be given a discount of 50% of the tuition fee. Regular faculty members and non-faculty employees with plantilla items shall be given 75% tuition fee discount.

8.7 Restrictions

8.7.1 All complaints concerning official duties shall be formally filed with the proper authorities of the University for action, before resorting to any other remedy available to the complaining party.

8.7.2 No member of the University personnel shall, without permission from the President practice any profession or manage personally any private enterprise which in any way may affect the functions of his office in the University, nor shall he be directly financially interested in any contract with the University unless permitted by the Board. Permission to engage in private practice of the profession may be granted only to the University personnel if such private practice may enhance his usefulness to the University or improve his efficiency.

This privilege when granted shall be for a definite period of one year, renewable at the discretion of the President.

8.7.3 No member of the faculty on full-time basis may engage in teaching outside of the University without written permission from the President or his designated representative.

8.7.4 No member of the faculty shall have personal business dealings with any student involving money, property, or other valuable consideration which might have an influence on the scholastic standing of such student in the University.

✓ 8.7.5 No book, outline, compilation, or syllabus, whether printed or duplicated, shall be used as a basic or required textbook or workbook in any class unless approved by the President.

8.7.6 Insofar as it is consistent with their regular duties and if approved by the President, faculty members who are members of the National Research Council and similar organizations may use official time in attending meetings in such institutions.

8.7.7 No member of the faculty may accept invitations to speak or to lecture at other institutions or agencies on official time without the approval of the President or his duly authorized representative.

✓ 8.7.8 No member of the faculty on full-time basis shall study in an outside institution without the permission of the President or his designated representative. Permission may be granted only when such study will not impair his efficiency as a member of the faculty.



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- 8.7.9 No member of the faculty may invite any person who is not officially connected with the University to give lecture or talk on any subject before his class or any group of students without permission from the Dean/Director or the Vice President for Academic Affairs or the President.
- 8.7.10 Violation of the above restrictions shall be punishable by reprimand, suspension or dismissal from the service.

FACULTY WELFARE

- 9.1 The University through the Office of Health Services shall provide dental and medical services to faculty members.
 - 9.1.1 An annual medical and dental check-up shall be required of every faculty member.
 - 9.1.2 Only those who have complied with the medical-dental check-up at the end of each school year shall be given clearance which is a requirement for the release of the last salary for the semester.
 - 9.1.3 Those who are found to be physically and mentally unfit for classroom work shall be advised accordingly.
- 9.2 Medical Benefits
Regular faculty members are covered by the Philippine Medicare Act.
- 9.3 Life Insurance
All faculty members, regular, temporary or part-time are insurable with the Government Service Insurance System. There are three kinds of life insurance coverage: compulsory membership insurance for regular and permanent appointments, optional membership insurance for those who are not compulsorily insurable and unlimited insurance for those who are already insured under either compulsory or optional membership.
- 9.4 Compensation and Allowance for Disability
Faculty members and their dependents are given tax-exempt income benefit and medical and or related benefits in the event of work-connected injury or death according to Government Service Insurance System laws and regulations. Benefits for non-work connected injury are also provided by the System.

10. GRANTS

Scholarship, fellowship and grants-in-aid for faculty members shall be awarded in accordance with the rules and regulations prescribed by the Board of Regents.