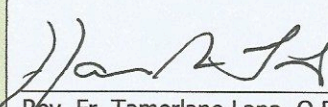



Policy No:	ADM-POL-0057
Policy Title:	Availment of Vacation and Leave Credits
Implementation Procedure:	
Date of Issuance:	S.Y. 2009 to 2010
Effectivity:	S.Y. 2009 to present
Page Number:	One (1)
Office of Origin: (Policy Expert)	Human Resources Department
"Supersedes" Notification:	
Purpose of Policy:	This policy establishes the Colegio's policies in the availment of vacation leave credits.
Detailed Policy Statement:	<p>Administrators, Academic Non-Teaching and Non-Academic Personnel</p> <ul style="list-style-type: none"> • The management forfeits unused vacation leave credits after two years. • Unused leave credits in excess of 30 days at the end of May each year shall be forfeited. • Vacation leave credits are likewise not convertible to cash. <p>Faculty Members</p> <ul style="list-style-type: none"> • A permanent faculty member is entitled to a 30 (thirty) day vacation leave with pay during summer. • In cases where a permanent faculty member is requested to report for a particular assignment during his scheduled vacation, he shall be allowed to consume his remaining vacation leave credits on other days before the first day of classes.
Applicability:	All administrators
Policy Approval Authority:	Office of the Rector and President
Related Policies or References	
Definition:	
Prepared by	Planning, Funding and Development Office
Approved by	  Rev. Fr. Tamerlane Lana, O.P.
Date of Approval	

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