



SSCT

"For Nation's Greater Heights"

PARAMETER F

ADMINISTRATIVE SUPPORT FOR EFFECTIVE INSTRUCTION



SYSTEM-INPUTS AND PROCESSES

S.1. The institution has
policies on:



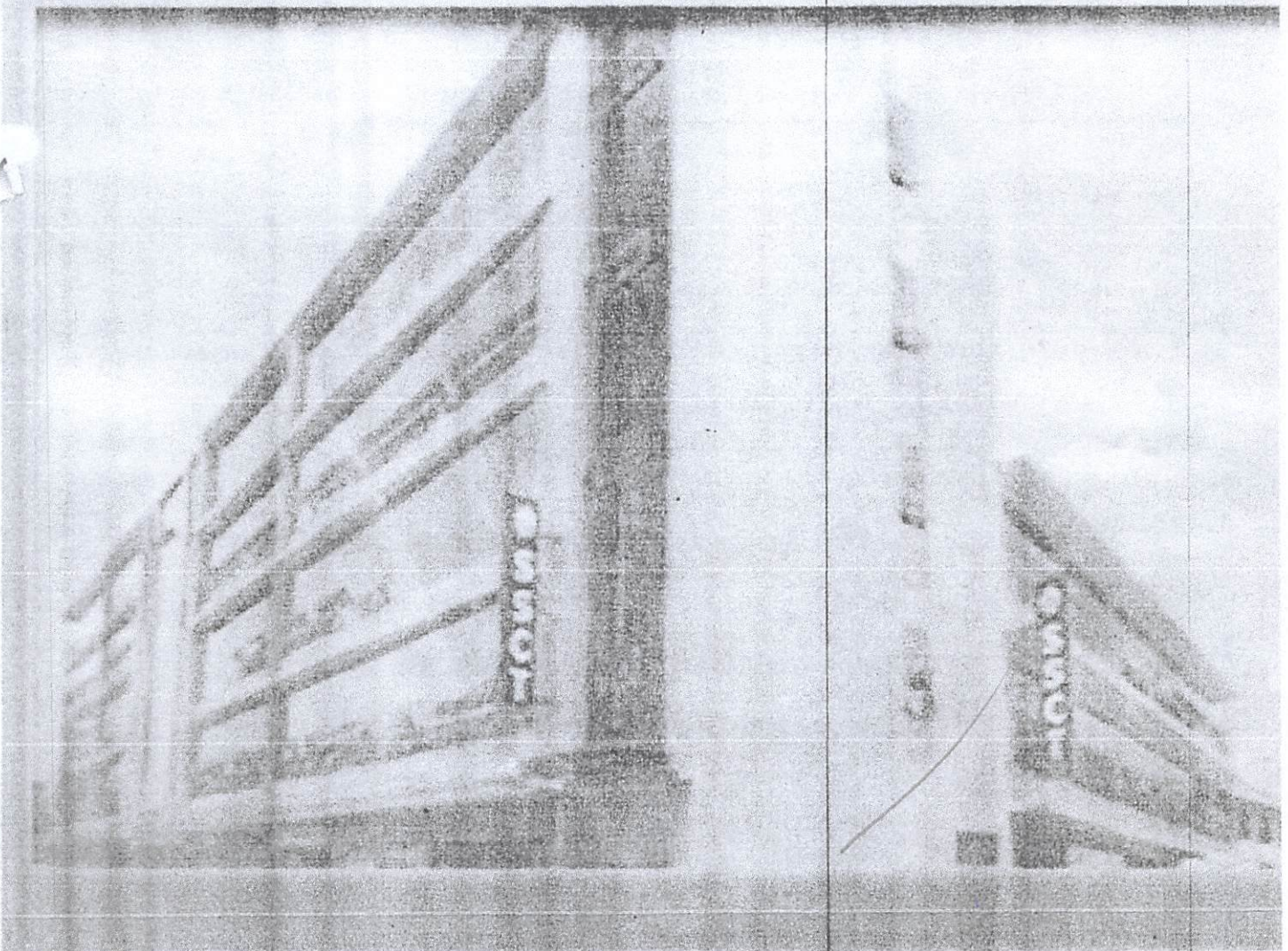
S.1.1. substitution or special arrangements whenever a faculty is on leave or absent.

SSCT

SURIGAO STATE COLLEGE OF TECHNOLOGY



ADMINISTRATIVE MANUAL



**ARTICLE X
COMPLAINTS AND GRIEVANCES**

Section 1. Complaints or grievances arising out of conflicts relative to terms and conditions of employment shall be filed initially with the head of office concerned. The same is resolved in accordance with the grievance procedure as provided for under existing applicable civil service and labor laws, rules and procedures.

In line with the revised policies on the settlement of grievances in the public sector contained in CSC Resolution No. 010113, dated January 10, 2001 and implementing through CSC Memo Circular No. 02 s. 2001, SSCIT hereby adopts its Grievance Machinery.

**Article XI
EMPLOYEE RELATIONS AND SERVICES**

Section 1. *Employee Relations*-Each head of department or agency shall be responsible for the

creation of an atmosphere conducive to good supervisor-employee relations and the improvement of employee morale. For this purpose, the head of each department or agency shall make provisions for the establishments of units responsible for the maintenance of employee health, welfare, counseling, recreation and similar activities including the establishment of employee organization/union.

Section 2. *Right to Self-Organization*-Each head of department or agency shall provided a system of informing employees concerning their rights and privilege including the right to self-organization and their obligations and conduct required of all government officers and employees. *Chapter 6, Sec. 38-45, Book V of EO 292 and its Omnibus rules, as Amended*

Section 3. *Each head of department or agency shall encourage*-Discussion of ideas among officers and employees through the administrative hierarchy through assemblies, congresses, dialogues, and other allied forms of discussions, as well as their participation, to the greatest degree practicable, in the development of policies and other matters affecting them and their work.

Voluntary conduct of employee activities, such as athletics, and such others as may fall into the social, recreational, financial, food production and livelihood categories, which are conducive to employee well being and consistent with the interest of public service.

**Article XII
LEAVE OF ABSENCE**

Section 1. *Leave of Absence*- Officers and employees in the Civil Service shall be entitled to leave of absence, with or without pay, as may be provided by law and the rules and regulations of the Commission in the interest of the service.

In general, officers and employees of the government whether permanent or temporary who render work during the prescribed office hours shall, after six months of continuous, faithful and satisfactory service, be entitled to 15 days vacation and 15 days sick leave with full pay, exclusive of Saturdays, Sundays and public holidays, without limitation as to the number of days vacation and sick leave that they may accumulate.

Section 2. Employees appointed on a casual status shall be entitled to vacation and sick leave after having rendered a total of at least six months service in the aggregate, provided such

six-month period does not involve a single break of more than one week and or several breaks from one to three days, the total of which should not exceed 15 days.

Section 3. Employees rendering services on a part-time basis are not entitled to vacation and sick leave. However, if an employee works part-time in two or more different offices and renders the required office hours, he shall be entitled to leave benefits.

Section 4. Employees hired on a contractual basis are not entitled to vacation and sick leave benefits. Employment contract shall not provide for such leave benefits.

Section 5. Employees on rotation basis shall be entitled to vacation and sick leave corresponding to the period of service rendered by them, the total of which should not be less than six months. If an employee has been allowed to work in two or more shifts or rotation, the periods of actual service covered by each shift or rotation should be added together to determine the number of years, months and days during which leave is earned. Employees hired on a job-order basis are not entitled to vacation and sick leave.

Section 6. Vacation and sick leave shall be cumulative and any part thereof which may not be taken within the calendar year in which earned may be carried over the succeeding year. Whenever any officer or employee retires, voluntarily resigns or is separated from the service through no fault of his own, he shall be entitled to the commutation of all the accumulated vacation and or sick leave to his credit, provided his leave benefits are not covered by special law.

When a person whose leave has been commuted following his separation from the service is reappointed in the government before the expiration of the leave commuted, he is given two options, as follows:

- a. Refund the money value of the unexpired portion of the leave commuted; or
- b. He shall start from zero balance

Section 7. When an officer or employee transfer from one government agency to another, he can choose either of the following modes relative to his unused vacation and or sick leave credit, to wit:

- a. Have it commuted; or
- b. Have it transferred to his new agency.

Section 8. All officials and employees shall be required to go on vacation leave for a minimum of five working days annually which need not be successive.

Section 9. The Head of the Agency shall prepare a staggered schedule of the mandatory annual five-day vacation leave of officials and employees, provided that he may, in the exigency of the service, cancel any previously scheduled leave.

Section 10. The mandatory annual five-day vacation leave shall be forfeited if not taken during the year. However, in cases where the scheduled leave has been cancelled in the exigency of the service by the head of agency, the scheduled leave not enjoyed shall no longer be deducted from the total accumulated vacation leave.

Section 11. Married women in the government service who have rendered an aggregate of two or more years of service, shall, in addition to the vacation and sick leave granted to them, be entitled to maternity leave of 60 days with full pay. For those who have rendered less than

2 years of government service at the time of the enjoyment of maternity leave, the computation of their maternity leave pay shall be proportionate to their length of service.

Section 12. Maternity leave shall be granted to female married employees in every instance of pregnancy irrespective of its frequency.

Section 13. When an employee wants to report back to duty before the expiration of her maternity leave, she may be allowed to do so without refunding the commuted money value of the unexpired portion of her maternity leave and she shall be paid the corresponding salary for the services rendered.

Section 14. Applications for vacation leave of absence for one full day or more shall be submitted on the prescribed form for an action by proper chief of agency in advance, whenever possible, of the effective date of such leave.

Section 15. All applications for sick leave of absence for one or more days shall be on the prescribed form and shall be filed immediately upon the employee's return from such leave. Notice of absence, however, should be sent to the immediate supervisor and or to the office head. A proper medical certificate shall accompany the application for sick leave in excess of five days.

Section 16. Sick leave shall be granted only on account of sickness or disability on the part of the employee concerned or any member of his immediate family.

Section 17. Sick leave may be applied for in advance in cases where the official or employee will undergo medical examination or operation or advised to rest in view of ill health duly supported by a medical certificate. In ordinary applications for sick leave already taken not exceeding five days, the head of department or agency concerned may duly determine whether or not granting of sick leave is proper under the circumstances. In cases of doubt a medical certificate may be required.

Section 18. Applications of officials and employees for leave of absence on account of wounds or injuries incurred in the performance of duty extending beyond the available leave credits of the employee concerned must be made on the prescribed form, supported by the proper medical certificate and evidence showing that the wounds or injuries were incurred in the performance of duty. The head of department/agency concerned may direct that absence during any period of disability thus occasioned shall be on full pay, but not to exceed six months. He may, in his discretion, also authorize the payment of medical attendance, necessary transportation, and subsistence and hospital fees of the injured persons.

Section 19. Leave of absence for any reason other than illness of an officer or employee or any member of his immediate family must be contingent upon the needs of the service. Hence, the grant of vacation leave shall be at the discretion of the head of department/agency.

Section 20. Any violation of the leave laws, rules or regulations, or any misrepresentation or deception in connection with an application for leave, shall be a ground for disciplinary action.

Section 21. Where an employee fails to report for work on a regular day for which a holiday is declared, he shall be considered absent on that day. An employee paid on a daily basis is

not entitled to compensation for a Saturday, Sunday or public holiday unless service is especially required and rendered on that day. Accordingly, Saturdays, Sundays or public holidays occurring within the period of leave shall not be charge against his vacation or sick leave.

Section 22. Tardiness and under time are deducted from vacation leave credits and shall not be charged against sick leave credits, unless the under time is for health reasons supported by medical certificate and application for leave.

Section 23. Any officer/employee of the government who retires, voluntarily resigns or is separated from the service through no fault of his own, and who is not otherwise covered by special law, shall be entitled to the commutation of all his leave credits exclusive of Saturdays, Sundays and holidays without limitation and regardless of the period when the credits were earned. Provided, that the unlimited leave privileges may be availed of only by concerned officers/employees who are in the service as of January 9, 1986, the date of effectivity of E.O. 1077 or thereafter.

Section 24. An officer or employee in the government who is separated from the service for cause shall forfeit his leave credits.

Section 25. Applications for commutation of vacation or sick leave in connection with separation through no fault of an officer or employee should be sent to the head of department or agency concerned for approval.

Section 26. All absences of an officer or employee in excess of the vacation or sick leave earned shall be without pay.

Section 27. Leave without pay not exceeding one year may be granted in addition to the vacation and or sick leave earned. Leave without pay in excess of one month shall require the clearance of the proper head of Department.

Section 28. Where officers and employees have pending formal administrative charges against them, no vacation leave with pay shall be granted the respondent during the pendency of the case.

Section 29. Officers and employees who are absent for at least Thirty (30) days without approved leave are considered on Absence Without Leave (AWOL) and shall be dropped from the service after due notice. However, when the exigencies of the service require his immediate presence and he fails/refuses to return to the service, the head of office may drop him from the service even prior to the expiration of the 30 day period above cited. (Rule XVI, Omnibus Rules Implementing Book V of E.O. 202).