

System

reappointed or re-employed in the University/before the expiration of the leave commuted unless he first refunds the money value of the unexpired portion of the leave commuted.

For the purpose of granting leave of absence to employees required to observe service schedules which extend six or more days a week, leave credits shall be charged with only the number of hours that are supposed to be rendered on that day. (764th B/R, Nov. 21, 1967).*

ART. 233. Sick leave shall be granted only on account of sickness on the part of the person concerned or any member of his immediate family.

Sec. 4. Maternity Leave

ART. 234. Maternity leave shall be granted to married women members of the faculty, officers, and employees, in addition to such leaves to which they may be entitled as provided in the preceding sections.

ART. 235. Women employees shall be entitled to the privilege granted by the Maternity Leave Law. In the case of women members of the faculty, they shall be entitled to maternity leave of six months, two months before and four months after delivery; Provided, however, That such leave shall be paid subject to the provisions of the Maternity Leave Law; Provided, further, That if the health of the mother or of the child requires it, as evidenced by a medical certificate, such leave may be extended by the President; Provided, furthermore, That if the health of the mother and her child so warrant, as evidenced by a medical certificate, and her services are urgently needed, the President

* This last paragraph was adopted to govern personnel on cumulative basis, in lieu of Section 23, Rule XVI of the Revised Civil Service Rules. Under this paragraph, where the exigencies of the service require on staggered service schedule extending to six or more days a week for certain personnel, said personnel will not be penalized for absences incurred which would amount to more than the number of hours' absence actually incurred, which is otherwise the case under the present Revised Civil Service Rules.

may reduce the leave after delivery from four to two months; and Provided, finally, That in special cases the President may waive the provisions of the two preceding clauses if the health of the mother and her child so warrants as evidenced by a medical certificate, but in no case shall the period of leave be less than thirty days before and thirty days after delivery. (685th B/R, April 14, 1961).

Sec. 5. Military Service Leave

ART. 236. Military Service Leave shall be granted to members of the faculty, officers, and employees.

ART. 237. Any person mentioned in the next preceding Article who may be called in accordance with the National Defense Act or any other law for trainee instruction, or for regular active duty training, shall be paid his salary during his absence for such purpose.

ART. 238. When he goes for training voluntarily with the Armed Forces of the Philippines, without being obliged to go, 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.

Sec. 6. Leave Without Pay and Unexplained Absence*

ART. 239. 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 President shall direct the Dean or 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 thereon.

* For additional rules, see Appendix "T" , p190 , infra.