Chapter 3. Employee Welfare, Benefits, Incentives, Recognition and awards

Section 1. Leave Privileges

a. Leave of Absence

Appointive officials up to executive officers whether permanent, temporary or casual, who render work during the prescribed office hours, shall be entitled to 15 days' vacation and 15 days' sick leave annually with full pay exclusive of Saturdays, Sundays, and public holidays, without imitation as to the number of days of vacation and sick leave that they may accumulate.

Part-time employees are entitled to vacation and sick leave benefits proportionate to the number of work hours rendered. A part-time employee who renders four (4) hours of work, five (5) days a week or a total of 22 hours a week is entitled to 7.5 days' vacation and 7.5 days' sick leave annually with full pay.

Contractual employees are likewise entitled to vacation and sick leave credits as well as special privileges.

b. Maternity Leave

Married women in the government service who have rendered and aggregate of two (2) or more years of service shall, in addition to the vacation and sick leave granted them, be entitled to maternity leave of sixty (60) calendar days with full pay.

In the case of those in the teaching profession, maternity benefits can be availed even if the period of delivery occurs during the long vacation, in which case, both the maternity benefits and the and the proportional vacation pay shall be received by the teacher concerned.

Maternity leave of those who have rendered one (1) year or more but less than two (2) years of service shall be computed in proportion to their length of service, provide, that those who have served for less than one (1) year shall be entitled to 60-days maternity leave with half pay.

The enjoyment of maternity leave cannot be deferred, it should be availed of either before or after the actual period of delivery in a continuous and uninterrupted manner, not exceeding 60 calendar days.

Employees who have rendered less than two (2) years of service may only receive full pay for a number of days based on the ratio of 60 days to two (2) years of service.

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Financial Management Ernel Merano PhD, 2020-05-05 A professional teacher raised from the Philippines and graduated with degrees in Doctor of Philosophy in Education major in Educational Programs Management at Eastern Visayas State University Tacloban City last March 29 2017 Master of Arts in Education Major in Administration and Supervision at Western Leyte College of Ormoc City last March 21 2012 Bachelor of Science in Industrial Education in Elementary at Southern Levte State University Main Campus Sogod Southern Levte last March 24 2006 Passed the Licensure Examination for Teachers last August 2007 at South Western University Cebu City Presently working as a Teaching Faculty in A soud Global School Dugm Sultanate of Oman Ivatan Traditional House Lars Raymund C. Ubaldo, 2018 Planning Hocine Bougdah, Antonella Versaci, Adolf Sotoca, Ferdinando Trapani, Marco Migliore, Nancy Clark, 2019-07-20 A volume of five parts this book is a culmination of selected research papers from the second version of the international conferences on Urban Planning Architectural Design for sustainable Development UPADSD and Urban Transit and Sustainable Networks UTSN of 2017 in Palermo and the first of the Resilient and Responsible Architecture and Urbanism Conference RRAU of 2018 in the Netherlands This book not only discusses environmental challenges of the world today but also informs the reader of the new technologies tools and approaches used today for successful planning and development as well as new and upcoming ones Chapters of this book provide in depth debates on fields of environmental planning and management transportation planning renewable energy generation and sustainable urban land use It addresses long term issues as well as short term issues of land use and transportation in different parts of the world in hopes of improving the quality of life Topicswithin this book include 1 Sustainability and the Built Environment 2 Urban and Environmental Planning 3 Sustainable Urban Land Use and Transportation 4 Energy Efficient Urban Areas Renewable Energy Generation 5 Quality of Life Environmental Management Systems This book is a useful source for academics researchers and practitioners seeking pioneering research in the field Service Manual of the Bureau of Education ,1911 Schools Maintenance Manual, 1985

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