De La Salle-College of Saint Benilde

POLICY

Special Leaves: Business and Practice of Profession – Implementing Guidelines

Overview
This provides the documentary requirements and approval protocol in applying for a Special Leave under Business or Practice of Profession.

Qualification and Conditions to Avail Business or Practice of Profession Special Leave:
1. Permanent full-time faculty (FTF) who has served the College for at least five (5) years.
2. Leave can be availed for a maximum of one (1) calendar year and could not be extended.
3. This leave can only be availed once during the entire tenure of the FTF in DLS-CSB.
4. The leave is without pay and would disrupt continuity of service.
5. Application to this special leave is subject to approval.
6. For faculty members under the General Education Area of the School of Multidisciplinary Studies, practice of profession could not be full-time teaching engagement in another institution. Academic practice of profession may include educational management leadership training and research apprenticeship, among others. If teaching or tutoring is a component of the program, it should not be more than 20% of the program requirement.

Application and Approval Process:
1. FTF should file the intent to avail of the Special Leave under Business or Practice of Profession not later than the 7th week of the term prior to the term when the special leave is to take effect. For example: If the FTF intends to avail of this special leave starting the 2nd Term, the FTF should submit the application not later than the 7th week of the 1st Term.

2. Approval protocol: FTF (applicant) → Program Chairperson and School Dean (endorsing officers) → Vice President for Academics (VPA, approving officer)

3. FTF issues an inter-office memorandum to Program Chairperson indicating his/her intent to avail of a Special Leave under Practice of Profession. The memorandum should indicate (a) the specific nature of engagement for business or practice of profession during the leave, (b) duration of the leave, and (c) justification on how this special leave would contribute to one’s professional and teaching competencies.

4. The Program Chairperson evaluates the application of the FTF based on (a) contribution and benefit of business or professional exposure to Program and/or School, and (b) program loading implications during the duration of the special leave.

5. The Program Chairperson reviews the application and pens a decision through an inter-office memorandum.
   a. Leave is not endorsed: Program Chairperson addresses the inter-office memorandum to the FTF approved by the School Dean. The memorandum should indicate the reason for disapproval of special leave application. A file copy should be forwarded to the Office of the Vice President for Academics (OVPA) for filing in the FTF’s 201 file.

Prepared by: Mr. Robert L. Tang, VPA
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b. Leave is endorsed: Program Chairperson addresses the inter-office memorandum to the VPA endorsed by the School Dean. The memorandum should indicate the reason for endorsement. The OVPA reviews the inter-office memorandum issued by the Program Chairperson. Once cleared, the OVPA issues the memorandum indicating the approval of the special leave to the FTF. All documentation will be placed in the 201 file of the FTF.

6. Alternative approval protocol:
   a. If the applicant is a Program Chairperson, the protocol is as follows: Program Chairperson (applicant) → School Dean (endorsing officer) → VPA (approving officer)
   b. If the applicant is a School Dean, the protocol is as follows: School Dean (applicant) → VPA (endorsing officer) → President (approving officer)

Appeal Procedure:
1. If the application is disapproved by the endorsing officer, the faculty applicant may appeal the decision to the next higher authority. For example, Faculty A filed for a Special Leave for Business or Practice of Profession and is disapproved by the Program Chairperson as endorsing officer. He/she may appeal the decision to the School Dean. In this case, the School Dean assumes the role of the endorsing officer.
2. Only one (1) appeal will be acknowledged.

Note:
This leave would only disrupt continuity of service. As per legal inquiry made with Laguesma and Associates dated 06 May 2008, the College practice of back to zero for the purpose of counting benefits (e.g., longevity pay) is illegal. The opinion provided is as follows:

The back-to-zero practice is a violation of the faculty member’s security of tenure and diminution of benefits that should be deemed to have already accrued in favor of the concerned faculty member.

Hence, longevity pay of entitled faculty members would be suspended during the duration of this leave. The amount of longevity benefit would be pro-rated for actual work rendered by the faculty member. Counting for the next cycle would only resume as soon as the faculty member returns to work.

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