SECTION 4: BENEFITS

4.1 Benefits Mandated by Philippine Laws

ASFs are entitled to all the benefits mandated by the Labor Code and all other existing applicable laws such as Social Security System (SSS), Pag-IBIG, PhilHealth, Employees’ Compensation Program, Paternity Leave, and Solo Parent Act.

4.2 Vacation Leave

4.2.1 Vacation leave refers to a leave of absence with pay granted to personnel for work-life balance and personal reasons. The approval of vacation leaves is contingent upon the necessities of the operation of the College.

4.2.2 Probationary and permanent ASFs shall be entitled to 19 days of vacation leave per academic year. The granting of leave credits shall be on the 16th of May.

4.2.3 Vacation leave credits are for one academic year. For ASFs with tenure of less than one academic year computed from the date of hiring or separation from the College, the vacation leave credits shall be pro-rated.

Sample computation:
Person A is a regular ASF of the College. Upon the start of the school year, the ASF was given 19 days of vacation leave. However, ASF tender resignation effective 31 December. His vacation leave entitlement would only cover the period of 16 May to 31 December or an equivalent of 12 days [19 days divided by 12 months multiplied by seven months].

4.2.3 The immediate head and personnel shall discuss the schedule of vacation leaves ahead of time.

4.2.4 Vacation leaves must be filed in the On-Line Leave Processing System (OLPS) following the schedules below:

4.2.4.1 At least two (2) weeks before effective date of leave for vacation leaves of five (5) days or more.

4.2.4.2 At least one (1) week before effective date of leave for vacation leaves between two (2) to four (4) days.

4.2.4.3 At least one (1) day before effective date of leave for vacation leave for one (1) day.

4.2.5 ASFs who are unable to exhaust their vacation leaves due to the exigencies of work may have the unused leaves credited to the next period provided such unused vacation leaves to be credited do not exceed five (5) days. Unused vacation leaves in excess of five (5) days are not convertible to cash.

4.2.6 The College reserves the right to (1) identify forced vacation leave days, and (2) recall all approved leaves if and when the need arises. For vacation leaves that are recalled, approved leaves shall be cancelled and rescheduled.

4.3 Sick Leave
4.3.1 Sick leave benefits can be availed only when the personnel is actually sick. The ASF should inform his/her immediate head. If the immediate head is not available, the next higher authority or anybody in his/her unit shall be informed. He/She should ensure that the message is received and transmitted to his/her immediate head.

4.3.2 Probationary and permanent ASFs shall be entitled to 16 days of sick leave per academic year. The granting of leave credits shall be on the 16th of May.

4.3.3 Guidelines for Sick Leaves Lasting for Three (3) Days or More

4.3.3.1 A home visit by a College representative and/or the College Physician may be done.

4.3.3.2 A certificate from the College Physician or any doctor shall be obtained during illness and before reporting to work.

4.3.3.3 The ASF, upon his/her return to work, must report to the clinic for a medical examination and filing of sick leave. The College Physician should verify the certificate provided by the attending physician, if any, of the concerned ASF attesting to his/her fitness to return to work.

4.3.4 Sick leave benefits shall not be granted if the ASF is suffering from any social or venereal disease, any ailment or illness due to the personnel’s own criminal or anti-social acts, drug addiction, drunkenness, attempted suicide, self-inflicted injury, mental illness, and the like.

4.3.5 For ASFs holding tenure for less than one full academic year attributed to hiring date or separation from the College, the sick leave credits shall be pro-rated.

4.3.6 Unused sick leaves are not convertible to cash and cannot be carried over to the next period.

4.3.7 The College reserves the right to investigate any reported illness and to refuse the granting of the sick leave benefit. Any personnel found availing of the sick leave benefit for purposes other than actual sickness or injury shall be subject to the appropriate disciplinary action.

4.4 Emergency Leaves

4.4.1 Emergency leave with pay of five (5) working days shall be granted to permanent and/or probationary ASFs affected by such contingencies as:

4.4.1.1 Death or serious accident/illness of a member of the immediate family. For an ASF who is single, this refers to his/her parents and unmarried brothers and sisters. For a married ASF, this covers his/her legitimate spouse, children, and parents. Serious illness is to be determined by a physician.

4.4.1.2 Natural and man-made calamities such as fire, earthquake, lahar, and other derivative calamities (e.g., volcanic eruptions, tidal waves).
4.4.2 The granting of leave credits shall be on the 16th of May.

4.4.3 Unused emergency leaves are not convertible to cash and cannot be carried over to the next period.

4.4.4 Emergency leaves may be extended to four (4) months without pay. However, this would disrupt continuity of service. That is; counting for promotion, sabbatical/service leave, and retirement will be disrupted during the period of the emergency leave.

4.5 Prolonged Illness

4.5.1 An ASF who is confined in a hospital, physically unable to leave the house, or sick as certified by a doctor and confirmed by a visit of the College physician, and is therefore unable to work, may avail himself/herself of sick leave benefits for prolonged illness.

4.5.2 Prolonged illness, as defined by provisions of the SSS Law, is when an ASF is unable to work due to sickness or injury and confined either in a hospital or at home for at least four (4) days.

4.5.3 During the first month of illness, the ASF shall use the available sick leaves. The ASF shall also be entitled to ex-gratia pay equivalent to the remaining number of days of the first month of illness.

4.5.4 Starting the second month, the ASF may avail of a special leave under Rest and if qualified, avail of Sickness Benefits provided by the SSS Law.

4.6 Maternity Leave

4.6.1 The College provides maternity leave benefits in accordance with law. In cases where the law is silent or the benefit to be derived therefrom is lesser, the provisions contained in this Manual shall apply.

4.6.2 The legal duration of a maternity leave is sixty (60) days for normal delivery and seventy-eight (78) days for a caesarean operation.

4.6.3 For the first two deliveries or miscarriages of an ASF, the ASF will receive her full basic salary during her maternity leave minus SSS benefits, which are given directly to her.

4.6.4 For the next two deliveries or miscarriages of an ASF, the ASF will only receive her SSS benefits.

4.6.5 Upon expiration of the legal duration of the leave, the ASF must report for work.

4.7 Paternity Leave

4.7.1 An ASF who is legally married and cohabitating with his spouse at the time of delivery is entitled to paternity leave as provided by law.

4.7.2 A marriage certificate authenticated by the National Statistics Office (NSO) is needed upon application of the benefit.
4.7.3 The duration of the paternity leave is seven (7) working days. The ASF may avail of the leave on a continuous or staggered basis before or after the first four (4) deliveries of the legitimate wife. Leaves after delivery should be availed of within 30 calendar days after delivery.

4.7.4 Paternity leaves are non-convertible to cash.

4.8 Parental Leave under the Solo Parent Act

4.8.1 An ASF having the following qualifications is entitled to parental leave as stipulated under the Solo Parent Act:

4.8.1.1 Possess a valid Solo Parent Identification Card;

4.8.1.2 Should have rendered at least one year, whether continuous or broken, service to the College from the effectivity of the law [22 September 2002]; and

4.8.1.3 Having a child living with him/her that is dependent for support, unmarried, unemployed and below eighteen years old or eighteen years old and above but is incapable of self-support and/or with physical/mental disability.

4.8.2 The duration of the parental leave is seven (7) working days, continuous or staggered from the period starting 16 May and ending 15 May of every year.

4.8.3 The following conditions apply in availing of parental leave:

4.8.3.1 Attend to personal milestones of a child such as birthday, communion, graduation, and other similar events;

4.8.3.2 Perform parental obligations such as enrollment and attendance in school programs, PTA meetings, and the like;

4.8.3.3 Attend to medical, social, spiritual, and recreational needs of the child;

4.8.3.4 Other similar circumstances necessary in the performance of parental duties and responsibilities, where the physical presence of the parent is required.

4.8.4 The parental leaves under the Solo Parent Act are non-cumulative. That is, unused portions of the leave are forfeited if not availed of within the period of 16 May to 15 May of the following SY. Furthermore, parental leaves are non-convertible to cash.

4.8.5 The College, through the OVCA, School, or Program, may determine whether granting of parental leave is proper and may conduct the necessary investigation to ascertain if ground for termination and withdrawal of privilege exist.

4.9 Service Leave

4.9.1 Qualification for Service Leave
4.9.1.1 Permanent ASFs who have rendered three (3) years of accumulated full-time service based on last eligibility, may avail themselves of a service leave with full pay for a duration of twenty-three (23) days.

4.9.1.2 The required accumulated full-time service for the subsequent leave shall be counted from the actual date of return.

4.9.1.3 In cases where a service leave applied for in writing is deferred due to pending work, years of accumulated service for the next service leave should include the period of deferment.

4.9.1.4 Service leaves are non-cumulative and can only be deferred once.

4.9.2 Application and Waiver of Service Leave

4.9.2.1 The service shall preferably be availed of during the summer break.

4.9.2.2 One hundred twenty (120) calendar days before an ASF is qualified to avail of the service leave, he/she has to apply in writing to the OVCA indicating whether the leave would be taken as scheduled or deferred to a future date. The letter has to be recommended by the immediate superior and endorsed by the Center Director or Dean, and Assistant Vice Chancellor or Vice Chancellor.

4.9.2.3 Service leaves can only be deferred once.

4.9.2.4 If no application is made during the said period, it is assumed that the ASF concerned has no intention of availing himself/herself of the service leave as herein provided.

4.9.2.5 The service leave availment and/or deferment shall be approved by the VCA.

4.9.3 Employment Restrictions during Service Leave

4.9.3.1 The permanent ASF who is granted service leave should not secure any form of employment elsewhere for the entire duration of the leave, including project-based or freelance projects.

4.9.4 Service Obligation Requirement

4.9.4.1 Permanent ASFs who go on service leave are expected to continue their service to the College for at least three (3) months from the termination of the service leave.

4.9.4.2 In case of resignation during the service payback period, the ASF is required to pay the unserved portion of the service obligation requirement with interest based on prevailing market rates.

4.9.4.3 In certain instances, for special and/or compelling reasons, this post-leave service requirement may be waived –approved by the President, endorsed by the VC concerned.
4.10 Leaves due to Secondment or Special Detail to an External Agency

4.10.1 ASFs may be seconded to a De La Salle Philippines institution or may be on special detail to a government agency or some other organization, subject to the approval of the President.

4.10.2 The leave is for an initial period of one (1) year, renewable on a yearly basis.

4.10.3 The leave merits no pay. Unless otherwise determined by the President, the institution he/she is seconded/detailed to shall remunerate the seconded ASF.

4.10.4 This leave does not disrupt continuity of service and is counted for purposes of promotion, service/sabbatical leave, longevity benefit, and retirement.

4.11 Health Care Plan

ASFs participate in a health care plan agreed upon with the College.

4.12 Longevity Benefit

4.12.1 Permanent ASFs with the appropriate number of years of continuous service to the College are entitled to the following longevity pay:

4.12.1.1 1st to 5th year of availment – One month basic salary

4.12.1.2 6th to 10th year of availment – One and a half month basic salary

4.12.1.3 11th to 15th year of availment – Two months basic salary

4.12.1.4 16th to 20th year of availment – Two and a half month basic salary

4.12.1.5 21st to 25th year of availment – three (3) months basic salary

4.12.1.6 26th year of availment and above – three-and-a-half months (3.5) basic salary

4.12.2 If a permanent ASF goes on leave that disrupts continuity of service, his/her longevity pay for the year is pro-rated.

4.12.3 The cut-off date for determining number of years of service is May 31 of every calendar year. Longevity benefits (pay over and above the thirteenth month salary) are given on April 15 of every year.

4.13 Retirement Benefits

4.13.1 The College retirement benefits consist of the following plans under the Catholic Educational Association of the Philippine (CEAP) Retirement Plan:

<table>
<thead>
<tr>
<th></th>
<th>College’s Contribution (%)</th>
<th>ASF Contribution (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plan A</td>
<td>6</td>
<td>1-4 optional</td>
</tr>
<tr>
<td>Plan B</td>
<td>2</td>
<td>2</td>
</tr>
</tbody>
</table>
Plan C | 2 | -
Plan D | 3 | 2

4.13.2 All ASFs are automatic members of CEAP Retirement Plans A and C.

4.13.2.1 For Plan A, the College contributes 6% of the ASF’s basic salary. The ASF may also opt to contribute 1% to 4% of his/her monthly basic salary to this plan.

4.13.2.2 For Plan C, the College contributes 2% of the ASF’s basic salary.

4.13.3 ASFs may also voluntarily avail of CEAP Retirement Plans B and D.

4.13.3.1 For Plan B, members contribute two per cent (2%) of their monthly basic salary, inclusive of the contribution to PagIBIG. The College commits itself to matching the faculty member’s contribution (2% of basic monthly salary minus the contribution to PagIBIG). The total College contributions go to a retirement fund governed by policies similar to those of the old CEAP Retirement Plan effective prior to October 1989.

4.13.3.2 For Plan D, members contribute two per cent (2%) of their salary while the College matches this with a three percent (3%) contribution. The total contribution will be added to the College’s additional Retirement Fund Plan and will also be governed by rules similar to those of the old CEAP Retirement Fund effective prior to October 1989.

4.13.4 The benefits to be received by the ASF upon retirement shall be governed by the provisions of Republic Act (RA) 7641. RA 7641 uses 22.2 days per month as a factor rate in computing retirement benefits. However, the College shall use 25.0 days as factor rate.

When an ASF has reached the age of 60 and has rendered at least 5 years of service to the College, the CEAP retirement benefit from Plans A, B, C and D (as applicable) will be compared to the retirement benefits as stipulated in RA 7641. The higher value retirement benefit will be awarded to the ASF. Furthermore, the retired ASF shall get the voluntary contributions in the CEAP plan(s) he/she had given, including the interests that have accrued up to the time of his/her retirement.

4.13.4 Optional or Early Retirement

The College offers an early retirement plan for ASFs who are at least fifty (50) years of age. The early retirement benefit is tax exempt and subject to the implementing guidelines on optional or early retirement plan.

4.14 Permanent Total Disability Benefit

The College provides for a disability benefit, in addition to the benefits provided under the SSS Law and CEAP, for permanent ASF who suffered total permanent disability.

4.14.1 ASFs can avail of total permanent disability if they are/have:
4.14.1.1 Permanent in status,

4.14.1.2 At least 3 years of service to the College, and

4.14.1.3 Certified by the SSS or EC having total permanent disability.

4.14.2 Total permanent disability benefit shall be computed using the following formula: one-half (1/2) month salary for every year of service. However, the amount should not be lower than PHP 50,000 or higher than PHP 200,000.

4.15 Death Benefits

When an ASF who is a member of the DLS-CSB Faculty Association dies, members of the Faculty Association shall contribute the equivalent of one (1) hour pay. The College will give an amount equivalent to one and a half (1 ½) times the total contribution of the Faculty Association.

A permanent ASF who reaches retirement age and who has served for fifteen (15) years may continue membership in the Faculty Association so as to qualify for the death benefit stated above.

4.16 Subsidy for Faculty Attire

An ASF is entitled to a faculty attire allowance, the amount of which shall be decided upon by the Administration, in consultation with the Faculty Association.

4.17 Special Leaves

4.17.1 Study and/or Research Work for Personal Reasons

4.17.1.1 A permanent ASF may apply for this leave for reasons of professional growth. This leave has a normal duration of one (1) year subject to extension and merits no pay.

4.17.1.2 This leave disrupts continuity of service. Hence, counting for promotion, service leave, and retirement will be disrupted.

4.17.1.3 The permanent ASF concerned should not work or be employed in any manner for the duration of this leave.

4.17.1.4 The VCA has the discretion to extend this leave.

4.17.2 Business or Practice of Profession

4.17.2.1 A permanent ASF who has served for five (5) years may apply for this leave for reasons of personal business, or practice of profession.

4.17.2.2 This leave is for a maximum period of one (1) calendar year and cannot be extended.

4.17.2.3 The ASF cannot engage in professional activities that would result in a conflict of interest.
4.17.2.4 This leave can only be availed once during the entire tenure of the ASF in DLS-CSB and merits no pay.

4.17.2.5 This leave disrupts continuity of service. Hence, counting for promotion, service leave, and retirement will be disrupted.

4.17.3 Rest

4.17.3.1 A permanent ASF may apply for this leave for reasons of poor health for a duration of four (4) months, renewable for a maximum of eight (8) more months, upon certification of the College Physician and approval of the VCA.

4.17.3.2 This leave merits no pay and disrupts continuity of service. Hence, counting for promotion, service leave, and retirement will be disrupted.

4.17.3.3 The permanent ASF concerned should not work or be employed in any manner for the duration of this leave.

4.17.4 Study/Training/Research Supported by External Grants/Scholarships

4.17.4.1 These leaves are covered by provisions and guidelines stated in the Professional Development Grant Section of this Manual.

4.17.4.2 This leave will not disrupt continuity of service and is credited for retirement purposes.

4.17.5 Conditions Governing Special Leaves

4.17.5.1 All applications for special leave are subject to approval.

4.17.5.2 The application and approval process is as follows:

4.17.5.2.1 ASF prepares an inter-office memorandum indicating: the type of special leave, the reason for applying for the special leave, the duration of the special leave. The ASF should also attach all pertinent documents that would be needed in evaluating the request.

4.17.5.2.2 The inter-office memorandum has to be endorsed by the immediate superior and noted by the Center Director, Assistant Vice Chancellor, and Vice Chancellor.

4.17.5.2.3 Once endorsed and noted, the inter-office memorandum is forwarded to the OVCA for final evaluation.

4.17.5.2.4 The OVCA notifies the ASF concerned regarding the approval or disapproval of the special leave.

4.17.5.3 Special leaves may not be applied for in succession.

4.18 General Considerations for Leaves of Absence
4.18.1 For leaves without pay, the following conditions apply: (1) ASFs have the option to continue payment of the contributions to SSS, healthcare, Pag-IBIG, and retirement plans, but they will also have to pay the College’s share. (2) Leaves would disrupt continuity of service.

4.18.2 Leaves with pay and secondment will not disrupt continuity of service.

4.18.3 No leaves may be availed of within the period of service payback, except for Vacation, Sick, Emergency, Maternity, Paternity, Solo Parent and Rest and Prolonged Illness Leave.

4.18.4 An ASF may avail himself/herself of a leave of absence under the aforementioned stipulations only after the formal approval of the VCA or Chancellor/President, as the case may be.

4.18.5 Every ASF who goes on leave without approval or prior to the official issuance thereof by the College, is considered absent-without-leave (AWOL). Such ASF will be required to formally explain the reason/s for such absence to his/her immediate superior. The explanation shall serve as the basis for Administration’s decision on the ASF’s status.

4.18.6 Every ASF on approved leave who, as part of his/her contract, is expected and/or obligated to render corresponding years of service upon his/her return, and who fails to render such service, shall be asked to repay all salaries and benefits received during such leave, subject to interest based on prevailing market rates. In case such payment is not made, the College may withhold any and all benefits accruing to the ASF concerned.

4.18.7 At least forty-five (45) calendar days before the end of their leave, ASFs on approved leave without pay should signify in writing, to the President and copy furnish the OVCA, their intention to return at least forty-five (45) calendar days before the end of their leave; otherwise they shall be considered resigned from the College.

4.19 Other Provisions

4.19.1 Scholarship for Children of ASF

The College has a Brother President’s Scholarship Program (BPSP) that awards scholarship grants to children of tenured ASF members who are enrolled in a De La Salle Philippines school. The details of the scholarship are available at the Student Grants Office as approved by the Student Grants Committee of the College.

---

1 Leaves without approval include instances when ASFs are absent without notice. ASFs who are declared AWOL face sanctions ranging from reprimand to termination.