



University of San Jose-Kecoleto

Corners P. Lopez & Magallanes Streets, 6000 Cebu City, Philippines

OFFICE OF THE PRESIDENT

TO: FULL-TIME FACULTY AND OFFICE PROFESSIONALS

SUBJECT: EARLY RELEASE OF SICK LEAVE CONVERSION AND MEDICINE ALLOWANCE

DATE: MARCH 24, 2020

In light of the serious threat of COVID-19 and the adverse effect to our employees, the School Administration is extending its financial support through an early release of the monetized sick leave credits and medicine allowance on March 31, 2020.

Attached to this memorandum are the detailed guidelines of the implementation of the early release of the said benefits.

Keep safe everyone!

Rev. Fr.  Christopher C. Maspara, OAR
President



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OFFICE OF THE VICE PRESIDENT FOR FINANCE

Guidelines for an Early Release of Employees' Benefits

Sick Leave (SL) Benefit Entitlement and Monetization

1. All permanent full-time faculty, full-time faculty on his/her second-year probationary period and permanent office professionals are entitled to a maximum of 15 days of SL credits.
2. Unused SL credits of not more than five (5) days as of March 24, 2020 (cut-off period), will be converted to cash and will be credited to the employees' payroll account on March 31, 2020. This benefit is considered non-taxable.
3. SL conversion is computed based on the employees' daily rate multiplied by the available SL credits of not more than five (5) days.

For purposes of SL computation, the employees' daily rate is computed as follows:

$$\frac{\text{Monthly Basic Pay} \times 12 \text{ months}}{298 \text{ days}}$$

4. Any SL availment from March 25 to May 31, 2020, can be applied to the available unmonetized SL credits if any. Otherwise, if there are no available SL credits, an employee shall be deducted without the need for any authority to deduct.
5. Unused and unmonetized SL credits as of May 31, 2020 will be forfeited.

Medicine Allowance

1. All permanent and probationary full-time faculty, probationary and permanent office professionals are entitled for an early release of medicine allowance amounting to ₱ 2,000 on March 31, 2020.

Rev. Fr. Leopoldo V. Estioko, OAR
Vice President for Finance

Noted by:

Rev. Fr. Christopher C. Maspara, OAR
President