

Chapter 1. Employee Compensation

Section 1. Pay and Procedure

Employees are paid bi-monthly, one week after every 15th and last working day of the month. Payment is for the preceding 15-day period. Regular employees will be paid with a pre-determined compensation, while job order employees will have to submit their accomplishment report every 16th and 31st day of the month. If the 16th or the last day of the month falls on a weekend, then employees are asked to submit their report on Monday of the following week.

Section 2. Overtime Policy

For employees, especially to job order faculty and staff, to avail compensatory over time they must submit a request for over-time letter signed by their office head/dean. Over-time hours are only applicable on weekends where employees will be paid with their daily rate given that their duty hours are from 8 A.M. to 5 P.M.

Chapter 2. Leave Benefits

Section 1. Basic Policy

- 1.1. • Application for leave of absence except for emergency sick leave shall be filed in advance, whenever possible, five (5) days before the effectivity of leave.
- 1.2. Employees who are *absent without approved* leave shall be entitled to receive their salary corresponding to the period for their unauthorized leave of absence.
- 1.3. Employees who *are continuously absent without approved leave for at least thirty (30) working days* shall be considered *AWOL* and shall be separated from the service or dropped from the rolls without prior notice. However, they shall be informed at their last known address appearing on their 201 files of their separation from the service, not later than five (5) days from its effectivity.
- 1.4. If the number of unauthorized absences is *less than thirty (30) days*, a written *Return-to-Work Order* shall be served to them at their last known address on record. Failure on their part to report for work within the period stated in the order shall be a valid ground for dropping them from the rolls.

Section 2. Approved Leaves

Adopting the Omnibus Rules on Leave issued by the Civil Service Commission, the following leaves shall be given to employees of the government whether permanent, temporary, or casual who render work during the prescribed office hours.

2.1. Sick Leave

Granted on account of sickness or disability of the employees or any member of their family (parents, brother, sisters, children, and spouse). Application for sick leave shall be filed upon return to work. Application for sick leave filed in advance, or exceeding five (5) days shall be accompanied by a medical certificate. Approved sick leave submitted to the HRMO later than the 6th working day after the leave of absence shall be deducted from the employee's salary.

2.2. Maternity Leave

Granted to employees for personal reasons, the approval of which is contingent upon the necessities of the service

2.3. Maternity Leave

Every woman in the government service who has rendered an aggregate of two (2) or more years of service, is entitled to maternity leave of sixty (60) calendar days with full pay in addition to the vacation and sick leave granted to her.

2.4. Special Privilege Leave (SPL)

SPL is non-convertible to cash. SPL on emergency cases shall be filed within the day upon return to work, and the Dean/Office Head should be informed of the reason of availing such leave.

2.5 Study Leave

A time-off from work not exceeding six (6) months with pay for the purpose of assisting qualified employees prepare for their bar or board examinations to complete their master's degree.

2.6 Terminal Leave

Refers to the monetary value of the total accumulated leave credits of an employee based on the highest salary rate received prior to or upon retirement date/voluntary separation.

2.7 Special Emergency Leave

Five-day leave granted to those employees directly affected by natural calamities and disasters.

2.8 Monetization of leave credits

Officials and employees in the career and non-career service whether permanent, temporary, casual, or coterminous, who have accumulated fifteen (15) days of vacation leave credits shall be allowed to monetize a minimum of ten (10) days: Provided, that at least five (5) days is retained after monetization and provided further that a maximum of thirty (30) days may be monetized in a given year.

Monetization of fifty percent (50%) of all the accumulated leave credits may be allowed for valid and justifiable reasons subject to the discretion of the College President and the availability of funds.

2.9 Five (5) days forced/mandatory leave

All officials and employees with 10 days or more vacation leave credits shall be required to go on vacation leave whether continuous or intermittent for a minimum of five (5) working days annually under the following conditions:

The head of agency shall, upon prior consultation with the employees, prepare a staggered schedule of the mandatory five-day vacation leave of officials and employees, provided that he may, in the exigency of the service, cancel any previously scheduled leave. (No vacation leave will be allowed during the month of December.)

The mandatory annual five-day vacation leave shall be forfeited if not taken during the year. However, in cases where the scheduled leave has been cancelled in the exigency of the service by the University President, the scheduled leave not enjoyed shall no longer be deducted from the total accumulated vacation leave.

Retirement and resignation from the service in a particular year without completing the calendar year do not warrant forfeiture of the corresponding leave credits if concerned employee opted not to avail of the required five-day mandatory vacation leave.

Those with accumulated vacation leave of less than ten (10) days shall have the option to go on forced leave or not. However, officials and employees with accumulated vacation leave of 15 days who availed of monetization for 10 days shall still be required to go on forced leave.

2.10 Fardiness and under time are deducted against vacation leave credits

Section 3. Leave Filing Procedure

- a) Employees are required to file their leave of absence using the CSC leave form which should be fully accomplished in *duplicate original*.
- b) The Dean/Office Head recommends the approval or disapproval of the application.
- c) The authorized official approves the application.
- d) The HRMO processes the application, including certification as to leave balance.
- e) A copy of the processed application is released to the employee concerned every end of the month and the other one is retained at the HRMO for file.

Chapter 2. Training and Development

Section 1. Objectives

The main objective of training and development in GADTC is to help develop key competencies which enable individuals to perform current or future jobs successfully.

In this regard, all training and development programs organized by the Human Resources Department will be geared towards the following objectives:

- Strengthening the job skills/knowledge of employees;
- Improving operational efficiency and productivity; and
- Developing the potential of employees for maximizing mutual benefit to individuals and the College.

Section 2. Basic Policies

- 2.1. All employees regardless of rank and status are eligible to avail of external seminars provided the same is related to their function and that the knowledge to be acquired from attending such seminar will likewise redound to the benefit of the school and not only the individual concerned.

- 2.2. It is a must for all faculty and staff employees to undergo the In-Service Training Program conducted by the Human Resource Management Office which will keep them oriented of the processes and programs of the school.

- 2.3. The In-Service Training Program will be given during the first quarter of the first semester to equip the newly-hired faculty and staff members of the skills needed to perform their functions.

- 2.4. It shall be the duty and responsibility of the HRMO to disseminate instruction for seminars to all departments.

- 2.5. For monitoring purposes, all applications for external seminars/trainings are to be coursed through Human Resource Management Office (HRMO)

Section 3. Types of Training and Development Activities

- 3.1. Training and developmental activities can be employer- or employee-initiated. In either case, it has to be approved by the Office Head/Institute Dean with additional endorsement from the Human Resources Department or the College President.

- 3.2. Employee-initiated training and development activities may include external programs that are organized by external training institutes.

- 3.3. Employer-initiated programs may take the form of offering sponsorship for employees to attend external programs or organizing such programs in-house.