



PROPOSAL

“SABBATICAL LEAVE FOR FACULTY MEMBERS: POLICY AND GUIDELINES”

by:

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Chancellor, USTP CDO

1.0 Introduction

The purpose of granting Sabbatical Leave is to refresh and reinvigorate permanent faculty members, physically and academically, in their field of specializations that are aligned to the University’s thrusts. Likewise, sabbatical leave encourages productive scholarly research that will enhance the status of both the faculty member and the university; and improves the faculty member’s academic qualifications and teaching competence through an appropriate activity undertaken during the said leave. The activities undertaken during sabbatical leave are expected to redound in excellent contribution of the faculty members to the university in general.

The grant of Sabbatical Leave is a common practice in higher education institutions (HEIs) in the country and abroad. However, there are some government agencies as well as private organizations in the Philippines that also provide this kind of privilege to their employees subject to their existing policies and guidelines. In some HEIs and other government agencies in the country, this privilege is explicitly provided for in their charters, in other instances, it is contained in a form of a separate law. Hereunder are some examples:

- PD No. 1427 dated June 10, 1978 – Converting the Zamboanga State College into the Western Mindanao State University. Sabbatical Leave privilege is reflected in Section 14 – Civil Service Requirements.

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- PD No. 2020 dated June 28, 1986 – Converting the Mindanao Regional School of Fisheries into Zamboanga State College of Marine Sciences and Technology. Sabbatical Leave privilege is reflected in Section 13 – Civil Service Requirements.
- RA No. 8492 – National Museum Act of 1998. This law provides that:
“Museum personnel belonging to the scientific career merit system shall be allowed one (1) year of Sabbatical Leave for every five (5) years of productive scientific service”.
- PD No. 1502 dated June 11, 1978 – Providing Incentives and Administrative Reform to Promote Efficiency and Productivity of Scientific and Technological Research. Section 4 – Sabbatical Leave Privilege of Scientists. Terms and conditions to be promulgated by the Governing Board of a research agency.

While the aforementioned laws explicitly include the grant of sabbatical leave, RA No. 10919 – University of Science and Technology of Southern Philippines (USTSP) Act does not explicitly reflect Sabbatical Leave as a special privilege to faculty members and non-teaching personnel of the university. However, the 2018 University Code provide a section on Sabbatical Leave. Nevertheless, they do not provide a set of guidelines/procedures that would facilitate the smooth implementation of the sabbatical leave privilege.

In view of the foregoing, this proposal aims to provide a policy and a set of guidelines that would facilitate the implementation of Sabbatical Leave Program in the University.

1.1 Faculty Profile of USTP CDO

Per information from the Office of the Human Resources Management, as of July 2018, there are 279 plantilla holder faculty members with faculty ranks ranging from Instructor I to College Professor. Out of the 279 faculty members, 44 hold doctorate degrees, 135 with Master’s degree and 100 with bachelor’s degree. Moreover, the faculty ranks of these 279 faculty members are broken down as follows:

▪ Instructor	189 (67.74%)
▪ Assistant Professor	45 (16.13%)
▪ Associate Professor	32 (11.47%)
▪ Professor	12 (4.30%)
▪ University Professor	1 (0.36%)

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1.2 Sabbatical Leave Policy/Practices of Some SUCs in the Country

A survey was conducted sometime in the year 2013 by the Office of the Vice President for Academic Affairs, headed by Dr. Ruth G. Cabahug, to identify the different policy/practices/procedures being implemented by some SUCs for reference purposes. Table 1.2-1 shows the different practices implemented by some SUCs in the country.

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Table 1.2-1 Sabbatical Leave Policy/Practices of Some SUCs in the Country

Item	SUC	To avail of Sabbatical Leave, a faculty member must satisfy the following conditions:	Duration of Sabbatical Leave	Process or Procedure to avail of Sabbatical Leave	Responsibilities after Sabbatical Leave
1.	Bukidnon State University (BSU) Resource Person: <i>Ms. Caga-anan, HR Officer</i>	<ul style="list-style-type: none"> ▪ Holds a rank of at least Associate Professor ▪ Have rendered 6 years continuous service as a permanent faculty member ▪ Performance rating of 'Very Satisfactory' ▪ Has not undergone any training/availed of study leave or any leave of personal nature for more than one semester within the 6-year period prior to application of sabbatical leave 	<ul style="list-style-type: none"> ▪ One year only ▪ Faculty can avail of sabbatical leave only once 	<ul style="list-style-type: none"> ▪ The faculty will write a Letter of Intent to the Faculty Development Committee (FDPC). A Work Program/Plan will be submitted together with the letter of intent ▪ The FDPC will recommend to the President (together with the final work plan of the faculty) for approval and confirmation of the BOR 	<ul style="list-style-type: none"> ▪ Submission of output: <ul style="list-style-type: none"> ▪ Book (related to the nature of sabbatical leave) ▪ Accomplishment report ▪ Return service- 2 years if spent in the Philippines and 3 years if spent abroad
2.	University of Southern Mindanao (USM) Resource Person: <i>Mr. Danny Sison, OIC-HR</i>	<ul style="list-style-type: none"> ▪ Holds a rank of at least Associate Professor ▪ Have rendered at least 6 years service as a permanent faculty member 	<ul style="list-style-type: none"> ▪ One year only ▪ Faculty can avail once in seven years of continuous service 	<ul style="list-style-type: none"> ▪ Write a letter addressed to the President together with proposal/purpose of sabbatical leave, for approval of the BOR 	<ul style="list-style-type: none"> ▪ Return service of one year ▪ Submit accomplishment report/papers regarding the sabbatical leave
3.	Western Mindanao State University (WMSU) Resource Person: <i>Ms. M. Arseña</i>	<ul style="list-style-type: none"> ▪ Permanent faculty member regardless of faculty rank and length of service 	<ul style="list-style-type: none"> ▪ One year 	<ul style="list-style-type: none"> ▪ Write a letter for approval of the President and confirmation of the BOR ▪ The research should be beneficial to the school he/she is connected 	<ul style="list-style-type: none"> ▪ Return service of two years for one year of leave ▪ Submit a book related to the sabbatical leave
4.	Caraga State University (CSU) Resource Person: <i>Ms. Merly Salibao, OIC-HR</i> <i>(guidelines sent via fax)</i>	<ul style="list-style-type: none"> ▪ Must be in active service with regular academic load as a regular faculty member for not less than 6 consecutive years immediately preceding sabbatical leave, the last 2 years of which with the rank of Professor I ▪ Shall not be granted not later than the applicant's 60th birthday 	<ul style="list-style-type: none"> ▪ Maximum of one year ▪ Once after seven years of continuous service 	<ul style="list-style-type: none"> ▪ Application should be filed with the immediate head of units at least one semester before the intended start of leave 	<ul style="list-style-type: none"> ▪ Furnish the office of the President a copy of the output of the sabbatical leave.

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Table 1.2-1 Sabbatical Leave Policy/Practices of Some SUCs in the Country (cont'd)

Item	SUC	To avail of Sabbatical Leave, a faculty member must satisfy the following conditions:	Duration of Sabbatical Leave	Process or Procedure to avail of Sabbatical Leave	Responsibilities of the faculty after Sabbatical Leave
5.	Central Luzon State University (CLSU) Source: <i>CLSU Faculty Manual</i>	<ul style="list-style-type: none"> ▪ Holds at least a master's degree and with a rank of at least Associate professor ▪ Has served the university as a faculty for not less than 6 consecutive years immediately prior to sabbatical leave 	<ul style="list-style-type: none"> ▪ One year but in no case shall exceed 18 months 	<ul style="list-style-type: none"> ▪ Apply in writing to the University President through channels no later than 3 months before the expected start of sabbatical leave ▪ Must be recommended by the department chairman, dean and VP concerned to the University President for action by the Administrative Council ▪ Application must be accompanied with a proposed program of work and the details of the activities that will be undertaken within the specific timeframe and where the leave will be spent 	<ul style="list-style-type: none"> ▪ Must submit not later than 2 weeks after reporting for duty a formal written report of the output to the University President ▪ Return service of one year for every year of sabbatical leave or a fraction thereof that is not less than one month
6.	Mindanao State University – Iligan Institute of Technology (MSU-IIT) Source: <i>MSU-IIT Faculty Manual</i>	<ul style="list-style-type: none"> ▪ Holds a faculty rank of at least Associate Professor ▪ Has served a minimum of 6 years continuous teaching service immediately preceding the filing of application 	<ul style="list-style-type: none"> ▪ One year only ▪ May be availed more than once but only after serving another 6 years after termination of the previous sabbatical leave 		


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Table 1.2-1 Sabbatical Leave Policy/Practices of Some SUCs in the Country (cont'd)

Item	SUC	To avail of Sabbatical Leave, a faculty member must satisfy the following conditions:	Duration of Sabbatical Leave	Process or Procedure to avail of Sabbatical Leave	Responsibilities of the faculty after Sabbatical Leave
7.	West Visayas State University (WVSU) Resource Person: <i>Ms. Suarez, HR Officer</i>	<ul style="list-style-type: none"> ▪ Holds a rank of at least Assistant Professor ▪ Has served the university as a faculty for 7 years of continuous service 	<ul style="list-style-type: none"> ▪ One year only (may be in staggered basis) 	<ul style="list-style-type: none"> ▪ Apply for sabbatical leave to be deliberated by the Committee before recommending to the President and then for BOR action 	<ul style="list-style-type: none"> ▪ Accomplishment report ▪ Return service of one year for every year of leave
8.	Western Visayas College of Science and Technology (WVCST) Resource Person: <i>Ms. Myla, HR Officer</i>	<ul style="list-style-type: none"> ▪ No info available (was referred to Omnibus Rules of EO 292) 	<ul style="list-style-type: none"> ▪ One year (may be on staggered basis) 	<ul style="list-style-type: none"> ▪ Apply in writing to be approved by the President and for confirmation of the Board 	<ul style="list-style-type: none"> ▪ Return service of two years for every year of sabbatical leave
9.	University of the Philippines (UP), Diliman Source: <i>Faculty Manual</i>	<ul style="list-style-type: none"> ▪ Holds a rank of at least Associate Professor in the last two years provided that: <ul style="list-style-type: none"> ○ He/she shall have been in active service in the university of at least 2 years before the sabbatical; ○ Any vacation or sick leave without pay of not more than 5 months shall not be considered a break in the 6 years period ○ Active service in this particular case shall be understood to mean actual direct service to the University, which shall also include special detail. 	<ul style="list-style-type: none"> ▪ Not to exceed one year 	<ul style="list-style-type: none"> ▪ The application for sabbatical should be filed with the immediate heads of units at least one semester before the intended effectivity of the sabbatical leave. 	<ul style="list-style-type: none"> ▪ If the sabbatical leave is for study or research and the faculty member applies, in addition to the salary, for transportation costs, per diem and other forms of assistance, the grantee shall give a seminar/public lecture on his/her research or study at the end of the sabbatical; provided however, that this requirement shall be optional in the case of those who have not received transportation

Table 1.2-1 Sabbatical Leave Policy/Practices of Some SUCs in the Country (cont'd)

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9.	University of the Philippines (UP), Diliman Source: <i>Faculty Manual</i>	<ul style="list-style-type: none"> ▪ Has served the university not less than 6 consecutive years immediately prior to the sabbatical. ▪ In no case shall the sabbatical leave be granted within two years before the faculty member's 65th birthday 			costs, per diem, and other forms of assistance <ul style="list-style-type: none"> ▪ The faculty member shall report back for service to the University immediately after the sabbatical. Report back for service is understood to mean resumption of teaching duties or assumption to administrative assignment for at least two years

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A total of 9 state universities/colleges (SUCs) were surveyed as regards their policy/practices on sabbatical leave privilege. Out of the 9 SUCs, 5 are located in Mindanao, 2 from Visayas and 2 from Luzon. As can be gleaned from Table 1.2-1, majority of the SUCs surveyed requires at least 6 years continuous service and at least with faculty rank of Associate Professor. Only one SUC allows any faculty member regardless of rank to apply for sabbatical leave provided he/she has served the university for at least 6 years of continued service. Furthermore, majority of the SUCs provide sabbatical leave for a maximum of one year and a return service ranging from one to three years for every year of sabbatical leave. One of the SUCs allows 20% of qualified warm bodies in the university to go on sabbatical leave in any given period of time provided that the rule on retention shall still be observed, i.e., the maximum number of warm bodies in the department/division at any given time shall not be less than 80 percent.

2.0 Policy Statement

The University of Science and Technology of Southern Philippines (USTP) recognizes the importance of Sabbatical Leave in the intellectual and academic life of the faculty members that requires periodic opportunities for respite from normal academic responsibilities so that they may be refreshed through appropriate activity.

For the purpose of this policy, Sabbatical Leave is defined as a form of paid leave which is free from all teaching and administrative duties granted to a permanent faculty member holding a rank of associate professor or full professor in order to:

- pursue educational and developmental undertakings, such as research or other creative activity (*related to Instruction and Extension function*) away from the usual workplace that will enhance the faculty member's academic and professional status and contribute to the improvement of the University's academic reputation.

Sabbatical Leave shall not be construed as automatic or as a means to complete a formal graduate degree program. Moreover, sabbatical leave shall not be used as an opportunity for financial gain in the form of employment by universities abroad or industries, here and abroad.

3.0 Scope

- 3.1 This policy covers all permanent faculty members with faculty rank of Associate Professor and Full Professor, at least a Master's degree holder, including those who are designated to perform administrative functions, who have rendered continuous service for seven (7) years.

- 3.2 Sabbatical Leave is not transferable or cumulative.
- 3.3 The Sabbatical period may be granted for a minimum of six (6) months to a maximum of twelve (12) months.
- 3.4 Only one faculty member in each College (for major campuses) or Satellite Campus shall be allowed to go on sabbatical leave for every School-year, provided that the number of warm bodies in the department at any given time shall not be less than 50 percent.
- 3.5 Schedule of Sabbatical Leave shall start before the beginning of classes in a semester and shall end before the start of classes for the succeeding semester for subject/course loading purposes. For example:
 - 3.5.1 For 6 months Sabbatical Leave - shall be scheduled within April to September so that the faculty will be able to handle teaching loads in time for the second semester.
 - 3.5.2 For 12 months Sabbatical Leave – shall be scheduled, for example within April 2019 to May 2020 so that the faculty will be able to handle teaching loads in time for the first semester of the succeeding school-year, say June 2020.
- 3.6 Sabbatical Leave Program shall be properly reflected in the Annual Work and Financial Plan of the College or Satellite Campus, where the faculty applying for said leave belongs. As such, the faculty member who intends to apply for sabbatical leave shall inform his/her department chair in advance (prior to the preparation of the WFP for the succeeding fiscal year) so that the application will be discussed with the dean or campus director, and the same – if found in order - will be considered in the work and financial plan of the college.

4.0 Eligibility

A faculty member, to be eligible to apply for sabbatical leave, has to comply with the following requirements:

- 1) holds a permanent appointment;
- 2) at least a Master's degree holder
- 2) holds a rank of associate professor or full professor;
- 3) has already rendered continuous service for seven (7) years, inclusive of study leave and any vacation or sick leave without pay of not more than five (5) months immediately prior to the sabbatical leave. However, if the faculty applicant incurred a vacation or sick leave without pay exceeding five (5) months, the number of months leave without pay shall be considered a break in the required seven (7) years continuous service;

- 4) shall not be more than 62 years old at the time he/she will be on sabbatical leave; and
- 5) has fully served the 'return service' requirement of his/her scholarship grant or sabbatical leave – if previously availed.

5.0 Criteria for Evaluating Sabbatical Leave Requests

When evaluating the application for sabbatical leave, the following shall be taken into consideration by all concerned who will submit said application to the Chancellor for his/her approval, to wit:

- 5.1 Consistency with staff development program of the College Satellite Campus where the applicant belongs;
- 5.2 Consistency with available slot, i.e., one slot per College per school-year;
- 5.3 Consistency with fair opportunities given to other faculty members;
- 5.4 Evidence that the conduct of the project will improve the professional performance of the faculty member. To support this, the following shall be looked into:
 - 5.4.1 Planned work program during the period of sabbatical and its relevance to the goals and objectives of the college or satellite campus in particular, and the university, in general; and
 - 5.4.2 Planned outcomes of the period of the sabbatical leave, target dates for their achievement, and an evaluation of the likelihood that the proposed outcomes are realistic and will be achieved.
- 5.5 Evidence of professional qualifications to carry out the project as shown in the past record of the applicant in meeting staff development and/or research objectives in the past;
- 5.6 Any consequential costs; and
- 5.7 Difficulties in filling the post of the faculty applicant on a temporary basis.

6.0 Projects/Activities Considered for Sabbatical Leave Applications

Projects or activities to be considered for sabbatical leave applications may be any of the following:

- 6.1 To engage in research activity in universities abroad or in industries located in the Philippines or abroad, which will enhance the applicant's research standing/capability;
- 6.2 To make use, or gain access to, facilities not available in the USTP necessary in the conduct of research the applicant is currently or will be pursuing;

- 6.3 To pursue a course of study (*enhancement program*) on teaching or a teaching-related matter;
- 6.4 To teach in other institutions in order to learn new approaches to teaching and learning; and
- 6.5 To undertake projects relating to the enhancement of learning and teaching by electronic means.

7.0 Projects/Activities Not Eligible for Sabbatical Leave Applications

Projects/activities that are not considered for sabbatical leave application are the following:

- 7.1 anything that meet the criteria for other types of leave (study leave, vacation/sick or leave without pay);
- 7.2 educational tours;
- 7.3 work to complete graduate degree;
- 7.4 work relating to setting up and/or editing of commercial journals;
- 7.5 organization of a conference;
- 7.6 re-writing lecture notes; and
- 7.7 development of instructional materials.

8.0 Procedures for Sabbatical Leave Applications

The following shall be observed when applying for sabbatical leave:

- 8.1 The faculty member is required to complete an application form for Sabbatical Leave. Application forms are available at the Human Resource Management Office (please see Appendix A).
- 8.2 The faculty member applying for sabbatical leave shall ensure that he/she is scheduled for the dates he/she intends to go on sabbatical leave, as reflected in the Annual Work and Financial Plan of the college or satellite campus, which is duly approved by the University President, where he/she belongs.
- 8.3 The application shall pass through the Faculty Development Committee (FDC) for deliberation as to the merit of the program of work, which the applicant plans to conduct.
- 8.4 The FDC shall recommend the approval or disapproval of the sabbatical leave application, in the form of a resolution, to the Chancellor for his/her approval.

9.0 Return to Work

The faculty grantee must confirm in writing his/her intention to return to work one month before the sabbatical leave will end. The letter of intent shall be addressed to the Chancellor, through channels, for approval.

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10.0 Reporting Arrangement

Within one month upon resumption to duty, the faculty grantee is required to submit a written report, through channels, to the Chancellor. The report is expected to provide information on the following:

- How objectives set in the original sabbatical leave application have been met;
- Observations/comments on specific difficulties or opportunities encountered;
- Development plan of activity that will build upon the work conducted during the sabbatical leave; and
- Other information deemed necessary by the faculty grantee.

11.0 Return Service

The grantee shall render return service based on the following schedules:

Sabbatical Leave	Return Service
▪ 6 months or a fraction thereof	1 year
▪ More than 6 months to a maximum of 1 year	1 year and 6 months

Should the faculty member decide to leave the university within the prescribed return service period, he/she shall be required to reimburse the University for the pro rata share of his/her obligation.

12.0 Effectivity

This policy and set of guidelines shall take effect upon approval by Board of Regents.

13.0 References

- 13.1 Bukidnon State University (BSU) through Ms. Caga-anan, HR Officer on October 25, 2012 via telephone interview
- 13.2 University of Southern Mindanao (USM) through Mr. Danny Sison, OIC-HR on October 25, 2012 via telephone interview
- 13.3 Western Mindanao State University (WMSU) through Ms. Maricris Arseña on October 25, 2012 via telephone interview
- 13.4 Caraga State University (CarSU) through Ms. Merly Salibao, OIC-HR on October 25, 2012 via telephone interview
- 13.5 Central Luzon State University (CLSU) Faculty Manual
- 13.6 Mindanao State University-Iligan Institute of Technology (MSU-IIT) Faculty Manual

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- 13.7 West Visayas State University (WVSU) through Ms. Suarez, HR Officer on November 7, 2012 through telephone interview
- 13.8 Western Visayas College of Science and Technology (WVCST) through Ms. Myla, HR Officer on November 7, 2012 through telephone interview
- 13.9 University of the Philippines-Diliman (UP Diliman) Faculty Manual
- 13.10 Sabbatical Leave Policy, <http://www.ucl.ac.uk/hr/docs/sabbatical.php>
- 13.11 Sabbatical Leave Policy, <http://policy.csUMB.edu/sabbatical-leave>
- 13.12 Sabbatical Leave, Cornell University, School of Industrial and Labor Relations, <http://www.ilr.cornell.edu/Depts/Humanresources/faculty/sabbatic.htm>
- 13.13 Sabbatical Leave for the Faculty, Massachusetts Institute of Technology, <http://web.mit.edu/policies/7/7.5.html>

Prepared and submitted by:


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Dated Dec 21, 2018

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SABBATICAL LEAVE APPLICATION FORM

(Date)

Chancellor

Name :

Faculty Rank : College :

Duration of Sabbatical Leave : 6 months 12 months

Schedule of Sabbatical Leave : School-Year Semester

Place where Sabbatical Leave will be spent :

Information About the Sabbatical Leave Activity :

I. Brief Outline of the Proposed Program of Work (may use additional sheet)

II. The Aims and Objectives of the Proposed Project (may use additional sheet)

III. Operational Plan Identifying the Targets to Be Achieved During the Period of Leave (may use additional sheet)

(Signature of Faculty) (Date)

Recommendation : For approval For Disapproval

Reason (s) for Disapproval :

(Signature of Dean/Director) (Date)

Recommendation : For approval For Disapproval

Reason (s) for Disapproval :

(Signature of VCASA) (Date)

FDC Resolution (Attached): For approval For Disapproval

Funds Available (For substitute faculty): (Signature Accountant) (Date)

Action Taken : Approved Disapproved

(Signature of Chancellor) (Date)

Handwritten signature