



ATENEUM DE MANILA UNIVERSITY
OFFICE OF THE VICE PRESIDENT
FOR THE PROFESSIONAL SCHOOLS

GUIDELINES FOR THIRD SUMMER LEAVE

- A. After teaching for three consecutive academic years, full-time faculty members are given the third summer off with pay to help them renew, recharge, and prepare for further teaching assignments. The scheduling of leaves may be adjusted within the school, but no more than one-third of the members should be on leave in any given summer
- B. Contractual full-time faculty members are granted the Third Summer Leave, provided that the required period of service is met and that they are rehired.
- C. Faculty members are normally expected to take their summer leaves as scheduled.
 - o A faculty member who is eligible to take a Third Summer Leave but who wishes to defer the leave for a year should submit a written request to the Dean of the School. If the Dean approves the request, the Dean endorses the request to the Vice President for the Professional Schools who gives the final approval. Deferring the Third Summer Leave is not to be understood as forfeiture of the same. Eligibility for succeeding leaves begins in the semester following the summer during which the leave would normally have been taken
 - o A faculty member who, for a valid reason, does not avail of a Third Summer Leave one year after s/he becomes eligible for it, may request for its cash equivalent, subject to the Dean's endorsement. The faculty member has to justify why the leave was not taken. The cash equivalent of the leave shall be computed on the basis of the faculty member's composite pay for that summer term during which s/he became eligible for the leave.
- D. The period during which the Third Summer Leave is taken is counted in the computation for length of University service.