

NEW RULES TO GOVERN SPECIAL DETAIL, OUTSIDE ACTIVITIES, LEAVE WITHOUT PAY AND SABBATICALS

(As approved at the 987th meeting of the Board of Regents on April 24, 1986)

(Updated Version)*

1. SPECIAL DETAIL

- a. **Authorization and conditions.** Special detail shall include participation in an official capacity in conferences, workshops, seminars, short-term courses and similar activities. It shall be subject to prior authorization and to such conditions as may be attached thereto and to applicable laws and regulations.

2. OUTSIDE ACTIVITIES

- a. **Coverage** - Outside activities of University personnel shall include: limited practice of profession, management of private enterprises, outside consultancy, secondment, teaching in other educational or training institutions with which the University has a Memorandum of Agreement, as well as research and other activities or projects under the auspices of outside agencies which are not considered integral functions of the University. Such activities shall not be considered part of the regular work load of the personnel concerned.
- b. **Prior authorization required.** No member of the University personnel shall engage in outside activities without prior authorization from the Chancellor upon endorsement by the Dean, Director, or head of office concerned, subject to the exigencies of the service.
- c. **Duration.** - Except as otherwise provided in these rules, permission to engage in outside activities shall be for a period not exceeding one year, renewable for the same period at the discretion of the Chancellor upon recommendation of the Dean, Director or head of office concerned; provided, however, that such permission may be terminated or withdrawn at any time by the Chancellor.

*Prepared by the Office of the Secretary of the University on August 1, 1995.

This updated version incorporates the amendments adopted at these BOR meetings: 1029th, March 1, 1990; 1030th, March 29, 1990; 1031st, June 28, 1990; 1039th, March 14, 1991; and 1048th, March 26, 1992.

d. **Secondment.** Upon request of another agency, government or private, and when the needs of the University so permit, University personnel may be detailed by secondment to the requesting agency, subject to the following conditions:

- 1) Secondment to a private agency or to a career position in the government shall not exceed one calendar year, renewable for a like period; provided, that should the person seconded fail to return to the University after the expiration of two calendar years, the position in the University shall be *ipso facto* vacated; provided, further, that secondment to accept academic positions with an academic institution with which the University has a Memorandum of Agreement shall be for the duration of the term of the position to which the secondment is made.
- 2) Secondment to a policy determining, primarily confidential or highly technical position in the civil service may initially be for two calendar years, renewable for a like period; provided, that should the person seconded fail to return to the University after the expiration of four calendar years, the position in the University shall likewise be vacated *ipso facto*; provided, further, that in the case of those seconded to the position of secretary of undersecretary in the executive, judiciary or legislative branch, two two-year renewals may be allowed; provided, finally, that should a person seconded to the position of secretary or undersecretary fail to return to the University after the expiration of the six calendar years, the position in the University shall likewise be vacated *ipso facto*.¹

In very meritorious cases, the Board may, upon recommendation of The unit head concerned, the Dean and President, waive the rule on the number of years a faculty member may be allowed to be on secondment. In no case, however, shall a faculty/staff member be allowed to be on secondment for more than six (6) years.²

¹ The last three provisos introduced by the conjunctions "provided, further", "provided, moreover", and "provided, finally" were added at the 1031st BOR meeting on June 28, 1990.

² The second paragraph in subparagraph (2) was added at the 1039th BOR meeting on March 14, 1991.

- 3) If a full-time secondment is with pay, honorarium, or allowance equivalent to or higher than the salary and allowance in the University, such secondment shall be without pay from the University.
- 4) Secondment to international agencies or organizations shall be initially for one year, renewable for a like period. In meritorious cases, the Chancellor may allow a final extension of not more than six months.³

e. **Teaching in other educational or training institutions**⁴

- 1) Teaching by the faculty shall be allowed only in other educational or training institutions with which the University has a memorandum of agreement and only under the following conditions:
 - (a) The educational or training institution shall officially request prior authorization from the Chancellor for teaching services of the UP faculty or staff member.
 - (b) The request shall include such information as:
 - The faculty/staff member's teaching load in UP;
 - The courses to be taught outside UP and the equivalent number of units for each course;
 - The time and day schedule for the teaching of courses.
 - (c) Faculty/staff members may teach only after written permission has been granted.
 - (d) Maximum teaching load in other educational and training institutions shall not exceed six (6) units (i.e., course credits) per semester.
- 2) As a general rule, faculty members with administrative or research load credits shall not be allowed to teach in other educational or training institutions.
- 3) Administrative personnel and REPS without affiliate faculty appointments may be allowed to teach in other educational or training institutions, subject to the same conditions in e, (1) above. In addition, their teaching in other educational and training institutions shall be done outside office hours.

³ Subparagraph 4 was amended at the 1031st BOR meeting on June 28, 1990. Prior to its amendment, it read: "Secondment to international agencies or organizations shall be subject to existing agreements between such agencies or organizations and the Philippine government."

⁴ The entirety of 2,e (i.e. up to e, (3) was inserted at the 1031st BOR meeting on June 28, 1990.

f. *Limited Practice of Profession and Management of Private Enterprises*⁵

- 1) Article 250: No member of the academic staff, officer, or employee of the University shall, without prior permission from the Chancellor, practice any profession or manage personally any private enterprise which in any way may be affected by the functions of his office; nor shall he be directly financially interested in any contract with the University unless permitted by the Board. Violation of this provision shall be punishable by reprimand, suspension, or dismissal from the service.⁶
- 2) Practice of Profession – Permission to engage in private practice of profession may be granted provided such practice:
 - (a) Is not adverse to the interests of the University;
 - (b) Shall not be conducted on official time;
 - (c) Will improve person’s efficiency and usefulness to the University; and
 - (d) Shall be subject to such other requirements as may be imposed by law or University rules and regulations;
- 3) Management of Private Enterprise – Permission to engage in management of private enterprise shall be subject to the conditions imposed on practice of profession.
- 4) UP personnel requesting permission shall state: a) exact nature of the proposed limited practice of profession/management of private enterprises; b) the amount of time to be spent; and c) the reasons for pursuing these outside activities. They shall fill up HRDO Form No. F-12.⁷
- 5) The department chairman or office head concerned shall see to it that a faculty or staff member granted permission to engage in limited practice of profession or in any other outside activity shall continue to faithfully discharge his duties as a faculty or staff member of the University of the Philippines and that conditions specified in f above are complied with.⁷

⁵ The heading “Limited Practice of Profession and Management of Private Enterprises” was inserted at the 1031st BOR MEETING ON June 28, 1990.

⁶ Article 250 of the Revised University Code as presented above is as amended at the 1031st BOR meeting on June 28, 1990, such that the phrase “President or” was deleted from the original phrase which read “the President or the Chancellor”. The proposed rules to govern outside activities which were presented and approved at the aforementioned BOR meeting included Article 250 as an integral part of said proposed rules.

⁷ Subparagraphs (4), (5), and (6) were inserted at the 1031st BOR meeting on June 28, 1990.

- (6) At the of the period authorized, a written report on the practice of profession/management of private enterprises shall be submitted to the Chancellor through channels. Moreover, request for renewal shall not be processed without a report on the past year's outside activities.⁷
- g. **Invitation to Speak in Other Educational Institutions** – University personnel may, subject to the exigencies of the service, and with permission from the Dean of the college or head of office, accept speaking and similar engagements on official time.
- h. **Reports and Disclosure** – Any person authorized under these rules to be involved in outside activities shall make periodic reports on and full disclosure of such activities, through channels, to the Chancellor.
- i. **Penalties** - Violation of any kind of the rules on outside activities shall be ground for disciplinary action. The immediate superior of the faculty/staff member shall immediately submit a report on any violation of the rules to the Office of the Chancellor, through channels.

Disciplinary action on any faculty/staff member may be imposed, but only in accordance with law, and after due process.

3. LEAVE WITHOUT PAY

- a. **Leave Without Pay** - The Chancellor may, upon recommendation of absence without pay not to exceed one year at a time, provided it does not go beyond two consecutive years, the absence to be planned in advance so as not to interfere with the work schedule of the University. Within a reasonable time before the expiration of the leave duly taken, the University shall notify the employee of the expiration date and that failure to report shall be considered absence without leave.
- b. **Unexplained Absence of At Least Thirty Days** – University personnel absence without leave for at least thirty (30) days shall be dropped from the rolls.

4. SABBATICALS

- a. **Sabbatical** – Subject to the exigencies of the service a sabbatical may be granted to a member of the faculty for study, research or some scholarly or creative work for a period not exceeding one year, with full salary, under the following conditions:⁹

⁹ The introductory paragraph above was amended at the 1029th BOR meeting on March 1, 1990 such that (a) the phrase "rest, renewal or" was deleted from original phrase which read "rest, renewal or study" and (b) the phrase "research or some scholarly or creative work" was inserted between the word "study" and the phrase "for a period not exceeding one ...".

- (1) That the faculty member has served the University not less than six consecutive years immediately prior to the sabbatical, at least as associate professor in the last two years; provided, that he shall have been in active service in the University at least two years before the sabbatical; provided, further, that any vacation or sick leave without pay of not more than five months shall not be considered a break in the six year period; provided, finally, that active service as used in this particular case shall be understood to mean actual direct service to the University, which shall also include special detail.¹⁰
- (2) That in no case shall the sabbatical be granted within two years before the faculty member's compulsory retirement.
- (3) For more effective planning of class schedules, the application for sabbatical should be filed with the immediate heads of units at least one semester before the intended effectivity of the sabbatical.¹¹
- (4) That the faculty member shall report back for service to the University immediately after his sabbatical.¹²

Report back for service is understood to mean resumption of teaching duties or assumption of administrative assignment for at least two years.¹³

- (5) The start of the sabbatical should be synchronized with that of a regular semester/trimester/quarter or summer, whichever is applicable, i.e., June or November so that the date of report for service will coincide with, or be close to, the beginning of another semester or summer.¹⁴
- (6) There should be reasonable assurance on the basis of the faculty member's record that the study or research will be accomplished, e.g., the applicant submits a research proposal or a plan of work.¹⁵

¹⁰ Subparagraph (1) above was amended at the 1030th BOR meeting on March 29, 1990 by (a) the insertion of the phrase "immediately prior to the sabbatical" between the work "years" and the phrase "at least as..." and (b) the addition of the three provisos after the phrase "...in the last two years".

¹¹ Subparagraph (3) was inserted at the 1048th BOR meeting on March 26, 1992.

¹² Subparagraph (4) was added at the 1030th BOR meeting on March 29, 1990. It was renumbered (4), from (3), at the 1048 BOR meeting on March 26, 1992 in view of the insertion of a new subparagraph (3) at the said BOR meeting.

¹³ The second paragraph under subparagraph (4) above was inserted at the 1048th BOR meeting on March 26, 1992.

¹⁴ Subparagraph (5) was inserted at the 1048th BOR meeting on March 26, 1992.

¹⁵ Subparagraph (6) was amended at the 2048th BOR meeting on March 26, 1992. It was renumbered (6), from (1), also at the said BOR meeting.

- (7) The grantee shall give a seminar/public lecture on his/her research or study at the end of the sabbatical.¹⁶

Portions of existing Board resolutions, executive orders, and other University rules and policies that are inconsistent with these new rules shall be deemed repealed or modified accordingly, as the case may be, upon approval hereof.

¹⁶ Subparagraph (7) was added at the 1048th BOR meeting on March 26, 1992.

In the rules on sabbatical originally approved at the 987th BOR meeting on April 24, 1986, the last subparagraph read thus:

“That a full report on the study or research done shall be made at the end of the sabbatical...”

The last subparagraph quoted above was not reflected at all in the proposed amendments of the rules on sabbaticals presented and approved at the 1048th BOR meeting on March 26, 1992, not even in bracketed form (to signify its proposed deletion).

PROPOSED AMENDMENT OF POLICY ON LEAVE WITHOUT PAY

From: The Chancellor may, upon recommendation of the Dean or head of office, grant leave of absence without pay not to exceed one year at a time, provided it does not go beyond two consecutive years, the absence to be planned in advance so as not to interfere with the work schedule of the University. Within a reasonable time before the expiration of the leave duly taken, the University shall notify the employee of the expiration date and that failure to report shall be considered absence without leave.

[Source: "*New Rules to Govern Special Detail, Outside Activities, Leave Without Pay and Sabbaticals*" as approved by the BOR during its 987th meeting, 24 April 1986]

To: The Chancellor may, upon recommendation of the Dean or head of office, grant leave of absence without pay not to exceed one year at a time, provided it does not go beyond two consecutive years, the absence to be planned in advance so as not to interfere with the work schedule of the University. IF THE FACULTY HAS A TEMPORARY APPOINTMENT, THE LEAVE MAY BE GRANTED ONLY FOR THE PURPOSE OF STUDY, IN WHICH CASE EXISTING RULES ON STUDY LEAVE SHALL APPLY.

[N.B. Words in capital letters to be added.]

Justification:

A temporary appointment is renewed or made permanent mainly on the basis of performance and other work-related accomplishment during the period of appointment. There will thus be no basis for evaluating performance of a faculty member with a temporary appointment who goes on leave without pay for reasons other than study. In the case of those on study leave, progress in the approved program of study shall be a primary basis for renewal.