

POLICY DOCUMENT FOR FINANCIAL ASSISTANCE LEAVE (FAL)

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Financial Assistance Leave (FAL)

Financial Assistance Leave (FAL) is designed to support teaching faculty who are representing the College at academic events such as seminars, conferences, workshops, lectures, and talks. Participation in these programs contributes towards the Career Advancement Scheme (CAS) by earning points for the faculty members involved.

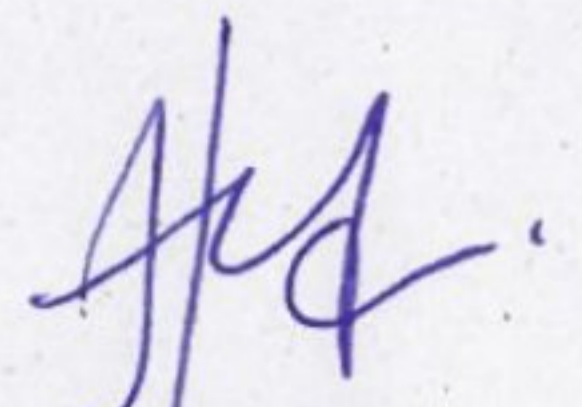
Each eligible employee is entitled to five (5) Financial Assistance Leave in a semester, which will be managed through the HR Software Kredily. This leave is granted specifically to facilitate academic and professional development opportunities that align with the College's mission and enhance the faculty's contributions to the institution.

Application Process for FAL

To apply for Financial Assistance Leave, employees must follow these steps:

- Collect the Travel Allowance (TA) form from the Human Resources (HR) department.
- Complete the form with all necessary details.
- Ensure the form is duly signed.
- Submit the signed TA form back to the HR department for processing.

By adhering to these guidelines, faculty members can efficiently manage their participation in academic events while ensuring compliance with the College's policies.



Principal