

# ENHANCED LEAVE ADMINISTRATION COURSE FOR EFFECTIVENESS (ELACE)

# TOPIC OUTLINE:

## I. Omnibus Rules on Leave, Part I

- Government Office Hours***
- Leave of Absence***
- Persons Entitled to Leave Benefits***
- Types of Leave: Sick Leave (SL) & Vacation Leave (VL)***
- Characteristics of Sick Leave and Vacation Leave***

# TOPIC OUTLINE:

## I. Omnibus Rules on Leave, Part I

- Leave Computation***
- Filing Requirements***
- Leave of Absence Without Pay (LWOP)***
- Absence Without Official Leave (AWOL)***

# TOPIC OUTLINE:

## I. Omnibus Rules on Leave, Part I

### *Other Types of Leave:*

- ❖ *Maternity Leave*
- ❖ *Paternity Leave*
- ❖ *Rehabilitation Leave*
- ❖ *Special Leave Privileges*
- ❖ *Study Leave*
- ❖ *Teacher's Leave*

# TOPIC OUTLINE:

## I. Omnibus Rules on Leave, Part I

### ❑ *Other Types of Leave:*

- ❖ ***Parental Leave to Solo Parents***  
*(R.A. No. 8972, Solo Parents' Welfare Act of 2000)*
- ❖ ***Ten-Day Leave Under R.A. No. 9262***  
*(Anti-Violence Against Women & Their Children Act of 2004)*
- ❖ ***Special Leave Benefits for Women Under R.A. No. 9710***

# TOPIC OUTLINE:

## **II. Revised Interim Guidelines on the Use of Leave Credits for Absences Due to Quarantine and/or Treatment Relative to the Coronavirus Disease-2019 (COVID-19)**

*CSC Memorandum Circular No. 08,  
series 2020, dated April 02, 2020*

# GOVERNMENT OFFICE HOURS

*(Omnibus Rules on Leave  
Implementing Book V of Executive  
Order No. 292)*

## **Government Office Hours:** *(Omnibus Rules Implementing Book V, EO No. 292, Rule XVII, Section 1)*

- ❑ It shall be the **duty of each head of department or agency** to require all officers and employees under him to **strictly observe the prescribed office hours**



## **Government Office Hours:** *(Omnibus Rules Implementing Book V, EO No. 292, Rule XVII, Section 2)*

- Each head of department or agency shall require a **daily record of attendance of all the officers and employees under him** including those serving in the field or on the water, **to be kept on the proper form** and, whenever possible, **registered on the bundy clock.**

## **Government Office Hours:** *(Omnibus Rules Implementing Book V, EO No. 292, Rule XVII, Section 2)*

- Service **“in the field”** shall refer to service rendered outside the office proper and service **“on the water”** shall refer to service rendered on board a vessel which is the usual place of work.

## **Government Office Hours:** *(Omnibus Rules Implementing Book V, EO No. 292, Rule XVII, Section 3)*

- Chiefs and Assistant Chiefs of agencies who are **appointed by the President, officers who rank higher than these chiefs** in the three branches of the government, and other presidential appointees **need not punch in the bundy clock, but attendance and all absences of such officers must be recorded.**

## **Government Office Hours:** *(Omnibus Rules Implementing Book V, EO No. 292, Rule XVII, Section 4)*

- Falsification or irregularities in the keeping of time records** will render the guilty officer or employee **administratively liable without prejudice to criminal prosecution** as the circumstances warrant.

## **Government Office Hours:** *(Omnibus Rules Implementing Book V, EO No. 292, Rule XVII, Section 5)*

- ❑ **Officers and employees of all departments and agencies** except those covered by the special laws **shall render not less than eight hours of work a day for five days a week** or a total of **forty hours a week**, exclusive of time for lunch.

## **Government Office Hours:** *(Omnibus Rules Implementing Book V, EO No. 292, Rule XVII, Section 5)*

- ❑ As a general rule, such hours shall be from eight o'clock in the morning to twelve o'clock noon and from one o'clock to five o'clock in the afternoon on all days except Saturdays, Sundays and Holidays.

# **Government Office Hours:** (*Omnibus Rules Implementing Book V, EO No. 292, Rule XVII, Section 5*)



**8:00AM-  
12:00NN**



**1:00PM-  
5:00PM**

# FLEXIBLE WORKING HOURS IN GOVERNMENT

*(CSC Memorandum Circular No.  
25, s. 2019)*



## **Flexible Working Hours:** *(CSC MC No. 25, s. 2019, “Revised Guidelines on Flexible Working Hours in the Government,” dated Nov. 11, 2019)*

- Heads of Departments, offices and agencies shall **have the authority to approve office working hours**
- Officials and employees shall render not less than a **total of forty (40) hours a week for five (5) days a week**, exclusive of time for lunch


## **Flexible Working Hours:** *(CSC MC No. 25, s. 2019, "Revised Guidelines on Flexible Working Hours in the Government," dated Nov. 11, 2019)*

- Flexible working hours **shall not start earlier than 7:00 o'clock in the morning and end later than 7:00 o'clock in the evening**
- Continuous services of the agency** from 8:00 o'clock in the morning to 5:00 o'clock in the afternoon is assured

## **Flexible Working Hours:** *(CSC MC No. 25, s. 2019, "Revised Guidelines on Flexible Working Hours in the Government," dated Nov. 11, 2019)*



**7:00AM-12:00NN & 1:00PM-4:00PM.  
(Monday – Friday)**



**9:00AM-12:00NN & 1:00PM-6:00PM  
(Monday – Friday)**



**10:00AM-12:00NN & 1:00PM-7:00PM  
(Monday – Friday)**

## **Flexible Working Hours:** *(CSC MC No. 25, s. 2019, “Revised Guidelines on Flexible Working Hours in the Government,” dated Nov. 11, 2019)*

- Ensure **uninterrupted public service delivery** even during lunch breaks
- Working hours may also be altered to include Saturdays and Sundays;** provided that **employees may choose a compensatory day-off during weekdays**

## **Flexible Working Hours:** *(CSC MC No. 25, s. 2019, “Revised Guidelines on Flexible Working Hours in the Government,” dated Nov. 11, 2019)*

- Conduct of **flag-raising ceremony** **every Monday or the next working day** if Monday is declared holiday or non-working holiday
- flag-lowering ceremony** to be attended by **available employees** every Friday or the last working day of each week

## **Flexible Working Hours:** *(CSC MC No. 25, s. 2019, “Revised Guidelines on Flexible Working Hours in the Government,” dated Nov. 11, 2019)*

- Agencies **shall formulate their internal rules** in the implementation of the flexible working hours
- Work beyond forty (40) hours a week shall be **subject to overtime pay or compensatory time-off** as may be authorized by the head of department, office or agency

## **Flexible Working Hours:** *(CSC MC No. 25, s. 2019, “Revised Guidelines on Flexible Working Hours in the Government,” dated Nov. 11, 2019)*

- The department, office and agency **shall submit an evaluation report** to the **Civil Service Commission** on the adoption of the flexible working hours **within six (6) months** after the start of its implementation.

# LEAVE OF ABSENCE

*(Omnibus Rules on Leave  
Implementing Book V of Executive  
Order No. 292)*



## Leave of Absence

- A **right** granted to **officials & employees not to report for work WITH or WITHOUT PAY,**
- for **one or more days,**
- with their **positions held for them until their return.**

# PERSONS ENTITLED TO LEAVE PRIVILEGES

*(Omnibus Rules on Leave  
Implementing Book V of Executive  
Order No. 292)*

## Who Are Entitled to Leave Benefits?

- Appointive Officials & Employees  
(**Permanent, Temporary, Casual or Co-Terminous**) on full-time basis
- Employees on Part-Time Basis
- Employees on Rotation Basis
- Contractual Employees
- Local Elective Officials, pursuant to BP 337 & RA 7160 effective May 12, 1983
- Teachers Designated to Perform Non-Teaching Functions

# KINDS OF LEAVE: SICK LEAVE & VACATION LEAVE

*(Omnibus Rules on Leave  
Implementing Book V of Executive  
Order No. 292)*

# Kinds of Leave

## Vacation Leave

**Granted for personal reasons**, the approval of which is **contingent upon the necessities of the service**.

## Sick Leave

**Granted only on account of sickness or disability** on the part of the **employee or any member of his immediate family**.

# CHARACTERISTICS OF SICK LEAVE & VACATION LEAVE

*(Omnibus Rules on Leave  
Implementing Book V of Executive  
Order No. 292)*

# Characteristics of Vacation Leave and Sick Leave

Cumulative

Commutative

Can be Monetized

Convertible to Cash

Transferable

Forfeitable (VL only)

# COMMUTATION OF SICK LEAVE & VACATION LEAVE

*(Omnibus Rules on Leave  
Implementing Book V of Executive  
Order No. 292)*



# Commutation of VL and SL

Ordinary Commutation

Commutation upon  
separation from the service

## Monetization of Vacation Leave (VL) Credits

Allowed with 15 Days  
Vacation Leave Balance

5 Days Retained After  
Monetization

30 Days Maximum

## Monetization of Vacation & Sick Leave

**Monetization of 50% or more** of the accumulated leave credits may be **allowed for valid & justifiable reasons** such as:

- Health, medical and hospital needs** of the employee & the immediate members of the family;
- Financial aid & assistance brought about by force majeure events** such as calamities, typhoons, fire, earthquake & accidents that affect the life, limb & property of the employee & his/her family;

- Educational needs** of the employee & the immediate members of his/her family;
- Payment of mortgages & loans** which were entered into for the benefit or which inured to the benefit of the employee & his/her immediate family;
- In cases of **extreme financial needs** of the employee or his/her immediate family where the present sources of income are not enough to fulfill basic needs such as food, shelter & clothing; and
- Other analogous cases as may be determined by the Commission.

## Issue:

Whether Sec. 23 of the Omnibus Rules on Leave allows an employee to monetize his Sick Leave (SL) credits if he has no available Vacation Leave (VL) Credits.

## Ruling:

As a general rule **what is allowed to be monetized are the accumulated Vacation Leave Credits**. Sec. 23, on the other hand, is an extraordinary measure to relieve an employee from financial difficulties that **may be allowed only for valid and justifiable reasons subject to the discretion of the agency head and availability of funds**.

Hence, Sec. 23 should be construed as an exception to the general rule under Sec. 22.

Consequently, for purposes of monetization, **Vacation Leave Credits must be exhausted first before sick leave credits may be used.**

In this regard, since Maslan's Vacation Leave Credits have already been exhausted, the monetization of fifty percent (50%) of her available 150 sick leave credits may be allowed in accordance with Sec. 23 of CSC Memo. Circular No. 41, s. 1998. [CSC Res. No. 00-0034, d. Jan. 5, 2000; Re: Belen T. Maslan]

- ❑ Monetization of leave credits is **exempted from income tax** (CSC MC No. 31 dated July 2, 1991; EO No. 291 dated September 27, 2000)

# Transfer from one government agency to another

## Options:

Commutation of Accumulated  
Vacation Leave & Sick Leave

Transfer to New Agency



# Forfeiture of Vacation Leave Credits

- Mandatory annual 5-Day Vacation Leave forfeited, if not taken during the year.

# COMPUTATION OF LEAVE CREDITS

*(Omnibus Rules on Leave  
Implementing Book V of Executive  
Order No. 292)*

# Leave Computation





**24 Days Actual Service = 1 day VL & 1 day SL**

## Actual Service

- The **period of continuous service since the appointment** of the official or employee concerned, **including the period or periods covered by any previously approved leave with pay.**
- This includes sick leave without pay.

## Table I – VL & SL Credits Earned on a Monthly Basis

Vacation & Sick Leave Credits Earned on a Monthly Basis

NUMBER OF MONTH/S	VACATION LEAVE EARNED	SICK LEAVE EARNED
1	1.25	1.25
2	2.50	2.50
 3	<b>3.75</b>	<b>3.75</b>
4	5.00	5.00
5	6.25	6.25
 6	<b>7.50</b>	<b>7.50</b>
7	8.75	8.75
8	10.00	10.00
 9	<b>11.25</b>	<b>11.25</b>
10	12.50	12.50
11	13.75	13.75
 12	<b>15.00</b>	<b>15.00</b>

## Table II – VL & SL Credits Earned on a Daily Basis

### Vacation & Sick Leave Credits Earned on a Daily Basis

	<b>VL</b>	<b>&amp;</b>	<b>SL Credits</b>
1	.042		.042
2	.083		.083
3	.125		.125
4	.167		.167
5	.208		.208
6	.250		.250
7	.292		.292
8	.333		.333
9	.375		.375
10	.417		.417
11	.458		.458
12	.500		.500
13	.542		.542
14	.583		.583

## Table II – VL & SL Credits Earned on a Daily Basis

Vacation & Sick Leave Credits Earned on a Daily Basis

	VL	&	SL Credits
<b>15</b>	<b>.625</b>		<b>.625</b>
16	.667		.667
17	.708		.708
18	.750		.750
19	.792		.792
<b>20</b>	<b>.833</b>		<b>.833</b>
21	.875		.875
22	.917		.917
23	.958		.958
24	1.000		1.000
<b>25</b>	<b>1.042</b>		<b>1.042</b>
26	1.083		1.083
27	1.125		1.125
28	1.167		1.167
29	1.208		1.208
<b>30</b>	<b>1.250</b>		<b>1.250</b>

**Table III - Leave Credits Earned in a Month by Official/  
Employee Without Any VL Credits Left**

No. of days present	No. of days on leave without pay	Leave credits earned	No. of days present	No. of days on leave without pay	Leave credits earned
<b>30.00</b>	<b>0.00</b>	<b>1.250</b>	14.50	15.50	0.604
29.50	0.50	1.229	14.00	16.00	0.583
29.00	1.00	1.208	13.50	16.50	0.562
28.50	1.50	1.188	13.00	17.00	0.542
28.00	2.00	1.167	12.50	17.50	0.521
27.50	2.50	1.146	12.00	18.00	0.500
27.00	3.00	1.125	11.50	18.50	0.479
26.50	3.50	1.104	11.00	19.00	0.458
26.00	4.00	1.083	10.50	19.50	0.437

**Table III - Leave Credits Earned in a Month by Official/  
Employee without any VL Credits Left**

No. of days present	No. of days on leave without pay	Leave credits earned	No. of days present	No. of days on leave without pay	Leave credits earned
25.50	4.50	1.063	<b>10.00</b>	<b>20.00</b>	<b>0.417</b>
25.00	5.00	1.042	9.50	20.50	0.396
24.50	5.50	1.021	9.00	21.00	0.375
24.00	6.00	1.000	8.50	21.50	0.354
23.50	6.50	0.979	8.00	22.00	0.333
23.00	7.00	0.958	7.50	22.50	0.312
22.50	7.50	0.938	7.00	23.00	0.292
22.00	8.00	0.917	6.50	23.50	0.271
21.50	8.50	0.896	6.00	24.00	0.250
21.00	9.00	0.875	5.50	24.50	0.229
20.50	9.50	0.854	5.00	25.00	0.208
<b>20.00</b>	<b>10.00</b>	<b>0.833</b>	4.50	25.50	0.187



**Table III - Leave Credits Earned in a Month by Official/  
Employee without any VL Credits Left**

No. of days present	No. of days on leave without pay	Leave credits earned	No. of days present	No. of days on leave without pay	Leave credits earned
19.50	10.50	0.813	4.00	26.00	0.167
19.00	11.00	0.792	3.50	26.50	0.146
18.50	11.50	0.771	3.00	27.00	0.125
18.00	12.00	0.750	2.50	27.50	0.104
17.50	12.50	0.729	2.00	28.00	0.083
17.00	13.00	0.708	1.50	28.50	0.062
16.50	13.50	0.687	1.00	29.00	0.042
16.00	14.00	0.667	0.50	29.50	0.021
15.50	14.50	0.646	<b>0.00</b>	<b>30.00</b>	<b>0.000</b>
<b>15.00</b>	<b>15.00</b>	<b>0.625</b>			

- ❑ Public officials and employees **ON EXTENDED SERVICE** are entitled to VL & SL credits subject to the following:

Non-Commutative

Non-Cumulative

EO 1077 dtd. Jan. 9, 1986  
(mandatory leave) & other  
laws and rules applicable

## Issue:

Whether or not, in the event an employee is exonerated from the criminal charges against him, he may claim salary and other benefits for the duration of his detention, as well as earn leave credits.

## Ruling:

**NO.** From all indications, detention in effect is equivalent to an indeterminate preventive suspension. Therefore, there is no basis for the payment of his salary corresponding to the period of his detention. **The doctrine on “No Work, No Pay” applies in this case.** Consequently, **he could not earn leave credits, considering that his services are suspended for such period.** [CSC Res. No. 991879, dated Aug. 23, 1999; Nelda Q. Norona]

## Leave Computation

Employees with irregular work schedule

❖ **Excludes Off-Duty Days**

Employees observing flexible working hours

❖ **Number of hours required to be served for a day but not served** (core hours only)

❖ **Compensatory service may be availed to offset non-attendance or undertimes**

## Leave Computation

- ❑ Absence on a regular day with suspension of work
  - ❖ deduction equivalent to the time when official working hours start up to the time the suspension of work is announced
- ❑ For purpose of granting leave of absence
  - $\frac{1}{4}$  or more but less than  $\frac{3}{4}$  =  $\frac{1}{2}$  day
  - $\frac{3}{4}$  or more = 1 day

## **Table IV - Conversion of Working Hours/ Minutes Into Fractions of a Day** *Based on 8-hour Workday*

Hours	Equivalent Day
1	.125
2	.250
3	.375
4	.500
5	.625
6	.750
7	.875
8	1.000

## Tardiness

Failure to arrive at a time set; lack of punctuality

## Undertime

Working time that is less than the full time or the required minimum; usually **incurred by an officer or employee who leaves or quits from work earlier than the usual eight-hour work schedule** in a given working day.

## **Policy on Undertime** ***(CSC MC No. 16, dated Aug 6, 2010)***

- Any officer or employee who incurs **undertime**, regardless of the number of minutes/hours, ten (10) times a month for at least two (2) months in a semester or at least two (2) consecutive months during the year **shall be liable for Simple Misconduct and/or Conduct Prejudicial to the Best Interest of the Service**, as the case may be.**



## **Policy on Half-Day Absence** *(CSC MC No. 17, dated Aug 6, 2010)*

- Any officer or employee who is **absent in the morning is considered to be tardy** and is subject to the provisions on **Habitual Tardiness**; and
- Any officer or employee who is **absent in the afternoon is considered to have incurred undertime**, subject to the provisions on **Undertime**.

# Habitual Tardiness

## *(Frequent Unauthorized Tardiness)*

- ☐ Employee incurs tardiness **regardless of the number of minutes, ten (10) times a month for at least two (2) months in a semester** or at least **two (2) consecutive months** during the year.

**1<sup>st</sup> Offense – Reprimand**

**2<sup>nd</sup> Offense–Suspension for 1 day to 30 days**

**3<sup>rd</sup> Offense – Dismissal**

## **CSC Res. 00-1397, dated June 13, 2000** ***Parungao, Edelwina DG.***

- ❑ **“Frequent Unauthorized Tardiness”** could either be **a grave offense** under Rule IV, Sec. 52, Par. (A), No. 17, Uniform Rules on Administrative Cases in the Civil Service, **or a light offense** under Rule IV, Sec. 52, Par. (C), No. 4, of the same Rules, **depending on its effects on the government service** as defined by the agency head.

# Penalty

- Frequent Unauthorized Absences, or Tardiness in reporting for duty, loafing or frequent unauthorized absences from Duty during regular office hours

**1<sup>st</sup> offense – Suspension**

**(6 mos. & 1 day to 1 year)**

**2<sup>nd</sup> offense – Dismissal**

- ❑ Tardiness and undertime are **deducted from Vacation Leave Credits**, except if undertime is for health reasons supported by a medical certificate and application for leave.
  
- ❑ Employee **ON PROBATION**
  - ❖ may already avail of leave credits earned.
  - ❖ LWOP incurred extends completion of probationary period for the same number of days of such absence.

## **MANTILLA, Chona M.**

***[CSC Res. No. 020975, dated July 23, 2002]***

“**XXX for agencies observing Full Flexitime Work Schedule** xxx, undertime shall be computed on a weekly 40-hour basis. For instance, as long as the officer or employee **renders service during the core working hours & compensates the deficiency from the forty-hour requirement within the week,** he/she will not be considered late or undertime. However, if he/she fails to meet the forty hours required during the week, the deficiency shall be correspondingly deducted from his/her vacation leave credits or salary in case all his/her vacation leave credits has been exhausted.”

## Issue:

What is the computation of the money value of members of the Sangguniang Panlalawigan (SP) paid on per diem basis?

## Ruling:

RA No. 6758 (Salary Standardization Law) modified the payment of salary of SP members from per diem to per month basis. As an SP member, he is entitled to a monthly salary. He likewise earns leave credits like appointive employees considering that as an elective official, his time spent during working days may be construed as attendance to the needs and interest of his constituents.

Accordingly, **any absence of said member in any or all of the regular sessions** to which he is bound to attend, shall **have to be charged to his accrued leave credits**, if there is any.

Further, under BP 337, otherwise known as the then LGC, now Sec. 47, Chapter 2 of RA 7160 (LGC of 1991), **elective officials are entitled to leave credits** accorded to appointive officials and employees in the government.



**The rules applied to appointive employees in so far as leaves and absences, shall now apply to SP members.** As such, if the absent member has sufficient leave credits, his absences should be deducted there from and not from his salary.

However, **if there are no more leave credits available to him, then deduction from or withholding of salary is allowed.**  
*[CSC Res. No. 92-302, d. Feb. 20, 1992; Catolico, Benjamin C.]*

# FILING REQUIREMENTS

*(Omnibus Rules on Leave  
Implementing Book V of Executive  
Order No. 292)*

# FILING REQUIREMENTS

CS Form No. 6, Revised 1984

When to file

VL - **5 days in advance**, whenever possible

SL - **immediately upon employee's return** (with Medical Certificate in excess of 5 days)

- in advance, **scheduled medical examination or operation or advised to rest** in view of ill health

## **Approval of Leave Application**

VL – discretionary on agency head

SL – mandatory provided proof of sickness/disability is attached

## **Period to Act on Leave Application**

Within 5 working days after receipt otherwise deemed approved

# LEAVE OF ABSENCE WITHOUT PAY (LWOP)

*(Omnibus Rules on Leave  
Implementing Book V of Executive  
Order No. 292)*

## Leave of Absence Without Pay (LWOP)

- Not allowed**, if with leave credits, **except in case of secondment.**
- 1 year**, maximum period allowable.
- Failure to report after expiration of 1 year LWOP, **automatically separated from service.**
- In excess of 1 month, **requires clearance of the head of agency.**

# Formula on the Computation of the Salary of Employee with LWOP

$$\text{Salary} = \frac{\text{No. of Days Paid Status}}{22 \text{ Days}} \times \text{Monthly Salary}$$

Where:

**Number of Days Paid Status** refers to 22 days less number of days without pay. (*MC No. 08, series of 2014*)

- ❑ aggregate of 15 days VLWOP **will not interrupt the continuity of 3-year service requirement** for the grant of step increment
  - ❖ in excess of 15 days, grant of step increment **delayed for the same number of days** on absence without pay
  
- ❑ Employees on approved leave of absence without pay **entitled to the grant of Productivity Incentive Bonus (PIB)** to an amount **PROPORTIONATE to actual services rendered** depending on their performance ratings



❑ Official or employee who incurred an **aggregate of not more than 50 days** authorized vacation leave without pay within the 10-year period shall be **considered as having rendered continuous service for purposes of granting the loyalty award.**

Those who incurred an **aggregate of not more than twenty five (25) days** authorized vacation leave without pay within the 5-year period may **qualify for the 5 year milestone loyalty award.**

# LUNA, Mayumi Juris A. [CSC Res. No. 021264, d. Sept. 27, 2002]

## Issue:

Whether an employee/official can go on vacation leave with or without pay at the same time accept a consultancy job in a project of another government agency or foreign institution here or abroad.

## Ruling:

1. **Full-time consultancy job** of a government official or employee **is not allowable**.

2. An employee/officer may become a consultant of another agency, institution, local or foreign, or foreign government **under part-time status**, provided the following are present:

- a. It must **not violate the rule** against holding multiple positions;
- b. He/She must **obtain permission or authority from his/her head of agency** as the same constitutes a limited private practice of profession;

- c. The private practice of profession **must not conflict or tend to conflict with his/her official functions** and the interest of the Republic of the Philippines; and
  
- d. It must **not affect the effective performance** of his/her duty.

3. An employee/officer may take a **leave of absence, whether with pay or not, to accept a consultancy job**, subject to the following rules:
  - a. leave of absence **must be contingent upon the needs of the service**, i.e., it must not adversely affect agency operations, thus, the grant of vacation leave shall be at the discretion of the head of the department/agency;
  - b. Leave without pay shall **not exceed one (1) year**;
  - c. Leave without pay shall **not be granted whenever an employee has leave with pay to his credit**; and

- d. It must **not violate** the rule against holding multiple positions;
- e. He/She **must obtain permission or authority from his/her head of agency** as the same constitutes a limited private practice of profession.
- f. The private practice of profession **must not conflict or tend to conflict with his/her official functions** and the interest of the Republic of the Philippines.

# ABSENCE WITHOUT OFFICIAL LEAVE (AWOL)

*(Omnibus Rules on Leave  
Implementing Book V of Executive  
Order No. 292)*

# Absence Without Official Leave (AWOL)

- Not entitled to salary but **absence not deducted from accumulated leave credits**
- AWOL for 30 working days, **dropped from the rolls WITHOUT PRIOR NOTICE;**
- However, when it is clear under the obtaining circumstances that the official or employee concerned, has established a scheme to circumvent the rule by incurring substantial absences though less than 30 working days 3 times in a semester, such that a pattern is already apparent, **dropping from the rolls without prior notice** may likewise be justified [CSC MC No. 13, d. July 25, 2007]



If AWOL for less than 30 working days, written **RETURN-TO-WORK ORDER** to last known written address on record should be served

**Failure to report, valid ground for dropping from the rolls.**

## Issue:

Whether or not an employee who had been arrested & detained in jail may be declared on AWOL.

## Ruling:

*No. His/her services are automatically suspended during the period of his/her detention, hence, there could be no basis to declare him on AWOL.*  
[CSC Res. No. 991879, dated Aug. 23, 1999;  
Nelda Q. Norona]

# TERMINAL LEAVE

*(Omnibus Rules on Leave  
Implementing Book V of Executive  
Order No. 292)*

# Terminal Leave

- Applied by official or employee who **intends to sever his/her connection with his/her employer-agency.**
- Ombudsman clearance not required.**
- Claim for payment of TL benefits **must be brought within 10 years from time the right of action accrues** upon an obligation created by law

# Terminal Leave

Based on **highest monthly salary** received at any time during period of employment in the government service

Formula for the Computation of Terminal Leave Benefits ***(MC No. 2, s. 2016, dated Jan 12, 2016)***

$$TLB = S \times D \times CF$$

where:

TLB = Terminal Leave Benefits

S = highest monthly salary received

D = no. of accumulated VL & SL credits

CF = constant factor is **0.0481927**

**Formula:** *(CSC MC No. 2, s. 2016, dated Jan. 12, 2016)*

$$\frac{12}{365 - (104 + 12)} = \frac{12}{249} = 0.0481927$$

**Constant  
Factor (CF)**

**Where:**

365 = Days in a year

104 = Saturdays & Sundays in a year

12 = **Legal holidays** in a year

*(in accordance with RA No. 9849)*

12 = Months in a year

# CIRCUMSTANCES AFFECTING LEAVE

*(Omnibus Rules on Leave  
Implementing Book V of Executive  
Order No. 292)*

# Specific Circumstances Affecting Leave

With PENDING administrative case

- ❖ NOT BARRED from enjoying leave privileges.

- ❖ If preventively suspended, the same will be deferred or interrupted in case of maternity or paternity leave is availed of.



# Specific Circumstances Affecting Leave

## ❑ Effects of Decision in Administrative Case

a) Dismissed from service

❖ ENTITLED to terminal leave benefits

b) Exonerated

❖ ENTITLED to leave credits for the period he/she had been out of the service

❖ mandatory leave NOT CHARGED against leave credits

# Effect of Suspension on Entitlement to Step Increment

- ❑ The penalty of suspension imposed upon an official or employee is considered as **a gap in the service and has effectively interrupted the continuity of the three (3)-year service requirement** for the grant of step increment. However, the grant of step increment will only be delayed for the same number of days, which must not exceed three (3) months, that an official or employee was serving the penalty of suspension. *[CSC Res. 02-1564, d. Dec. 17, 2002; Traspadillo, John Marlon M.]*

# Leave of Detailed Employee

- ❑ Since mother/parent agency relinquishes administrative supervision over detailed employee to the **receiving agency**, the latter **has responsibility to monitor punctuality & attendance of the employee, approve requests for leave, evaluate performance**, etc.
- ❑ Prior to effectivity of detail, **mother agency furnish a certification of the available sick & vacation leave credits** of detailed employee **to receiving agency**. Copy of approved request for leave submitted to the mother/parent agency.
- ❑ **Monetization of leave credits** of detailed employee still **under the jurisdiction of the mother/parent agency**.

# OTHER KINDS OF LEAVE

*(Omnibus Rules on Leave  
Implementing Book V of Executive  
Order No. 292)*

# Other Kinds of Leave

Maternity Leave

Paternity Leave

Rehabilitation Privilege

Special Leave Privileges

Study Leave

Teacher's Leave

Parental Leave to Solo Parents  
*(RA 8972; Solo Parents' Welfare Act  
of 2000)*

Ten-Day Leave Under RA 9262  
*(Anti-Violence Against Women & Their  
Children Act of 2004)*

Special Leave Benefits for  
Women Under RA 9710  
*(An Act Providing for the Magna Carta  
of Women)*

# OTHER KINDS OF LEAVE

*(Based on the Approved Laws,  
Rules & Regulations of the  
Government)*

# Amendment to Omnibus Rules on Leave

*(CSC MC No. 41, s. 1998, as amended)*  
**pursuant to CSC Resolution No.  
2100020 dated 07 January 2021\***

***\*Published in the Daily Tribune  
on 08 April 2021***



Amendment to Omnibus Rules on Leave (CSC MC No. 41, s. 1998, as amended)

## Legal Bases

### 1987 Philippine Constitution

**Executive Order No. 292**  
*(Administrative Code of 1987)*

**Omnibus Rules Implementing  
Book V of E.O. No. 292**  
*(Rule I & XVI)*

- CSC as the central personnel agency of the Government –***
  - ✓ *empowered to prescribe, amend and enforce rules and regulations for carrying into effect Civil Service Law, and other pertinent laws*
  - ✓ *Promulgate policies, standards and guidelines for the Civil Service*
  - ✓ *Render opinion and rulings on all personnel and all Civil Service matters*

Amendment to Omnibus Rules on Leave (CSC MC No. 41, s. 1998, as amended)

## Legal Bases

### Omnibus Rules on Leave of Absence

*(Rule XVI of the Omnibus Rules  
Implementing Book V of E.O. No. 292, as amended)*

#### **Maternity Leave**

*Sections 11 – 18*

#### **Paternity Leave**

*Section 19*

#### **Adoption Leave**

*Section 20*

- **R.A. No. 11210 and its IRR**  
*(Expanded Maternity Leave Law)*
- **R.A. No. 8187**  
*(Paternity Leave Act of 1996)*
- **R.A. No. 8552 and its IRR**  
*(Domestic Adoption Act of 1998)*

Amendment to Omnibus Rules on Leave (CSC MC No. 41, s. 1998, as amended)

## Legal Bases



The signing of the  
IRR of R.A. No. 11210

*(Expanded Maternity Leave Law)*

Issued by the CSC,  
Department of Labor and  
Employment (DOLE), and  
Social Security System  
(SSS) on 01 May 2019  
(Labor Day) in Pampanga

Amendment to Omnibus Rules on Leave (CSC MC No. 41, s. 1998, as amended)

## Scope and Coverage



***All appointive officials and employees in the career and non-career service, including local elective officials.***

**All government agencies and instrumentalities, namely:**

- Constitutional Bodies
- Departments, Bureaus, and Agencies of the National Government
- Government-Owned or Controlled Corporations (GOCCs) with Original Charter
- Local Government Units (LGUs), and
- State Universities and Colleges (SUCs)

Amendment to Omnibus Rules on Leave (CSC MC No. 41, s. 1998, as amended)

## Scope and Coverage

### Maternity Leave



**Female employees** regardless of civil status, employment status, length of service, legitimacy of the child, and manner of child delivery.

- ❖ may include the **availment of the child's father or alternate caregiver** who are working **either in the public or private sector.**

Amendment to Omnibus Rules on Leave (CSC MC No. 41, s. 1998, as amended)

## Scope and Coverage

### Paternity Leave



Married male employees for the **first four (4) child deliveries of the legitimate spouse/wife.**

Amendment to Omnibus Rules on Leave (CSC MC No. 41, s. 1998, as amended)

## Scope and Coverage

### Adoption Leave



**Qualified male and female employees** as determined by the Department of Social Welfare and Development (DSWD).

Amendment to Omnibus Rules on Leave (CSC MC No. 41, s. 1998, as amended)

## Rule I

### Definition of Terms



**Pregnancy** refers to the period **from the conception up to the time before actual delivery or birth of a child**, miscarriage or emergency termination of pregnancy.



Amendment to Omnibus Rules on Leave (CSC MC No. 41, s. 1998, as amended)

## Rule I

### Definition of Terms



**Maternity Leave** refers to the **leave of absence for pregnant female government employees for one hundred five (105) days\*\* with full pay**, to provide them with ample transition time to regain health and overall wellness as well as assume maternal roles before resuming paid work.

***\*\*for live childbirth or sixty (60) days for miscarriage or emergency termination of pregnancy including stillbirth.***

Amendment to Omnibus Rules on Leave (CSC MC No. 41, s. 1998, as amended)

## Rule I

**Paternity Leave** refers to the **leave of absence for married male government employees for seven (7) days with full pay**, to enable them to **lend care and support** to their legal spouses before, during and after childbirth as the case may be and **assist in rearing of the newborn child**.

### Definition of Terms



Amendment to Omnibus Rules on Leave (CSC MC No. 41, s. 1998, as amended)

## Rule I

### Definition of Terms



**Additional maternity leave benefits** refers to the **additional maternity leave benefit of 15 days with full pay on top of the 105-day maternity leave benefit** for a female employee who qualifies **as solo parent** under the *Solo Parents' Welfare Act of 2000*.

Amendment to Omnibus Rules on Leave (CSC MC No. 41, s. 1998, as amended)

## Rule I

**Extended Maternity Leave** refers to the **additional maternity leave of up to thirty (30) days without pay, or with pay charged against sick or vacation leave credits**, which the female employee may avail of in case of live childbirth to extend the one hundred five (105)-day expanded maternity leave, **provided that a written notice is submitted to the agency head at least forty-five (45) days before the end of maternity whenever applicable.**

### Definition of Terms



Amendment to Omnibus Rules on Leave (CSC MC No. 41, s. 1998, as amended)

## Rule I

### Allocation of Maternity

**Leave Credits** refers to the option of female employee to **allocate a maximum of seven (7) days** of the one hundred five (105)-day expanded maternity leave **to the child's father or**, in case of his death, absence or incapacity, to an **alternate caregiver**.

### Definition of Terms



Amendment to Omnibus Rules on Leave (CSC MC No. 41, s. 1998, as amended)

## Rule I

### Definition of Terms



**Pre-Natal Care** refers to the **portion of the maternity leave** of not more than **forty-five (45) calendar days prior to delivery** when female worker may be placed on full bed rest or bed rest throughout most of her pregnancy if she has a high-risk pregnancy.

Amendment to Omnibus Rules on Leave (CSC MC No. 41, s. 1998, as amended)

## Rule I

### Definition of Terms



**Post-Natal Care** refers to the **portion of the maternity leave of not less than sixty (60) calendar days after delivery to allow the female worker to rest and recuperate** from child delivery as well as to provide her an opportunity to **breastfeed and bond** with her newborn child.

Amendment to Omnibus Rules on Leave (CSC MC No. 41, s. 1998, as amended)

## Rule I

### Definition of Terms



**Permanent incapacity** refers to **complete physical, mental or psychological deficiency, disability or illness** which renders a parent **incapable of complying with parental obligations**, as certified by a competent medical practitioner.



Amendment to Omnibus Rules on Leave (CSC MC No. 41, s. 1998, as amended)

## Rule I

### Definition of Terms



**Adoption Leave** refers to leave of absence granted to a government employee (adoptive parent) to provide an opportunity to develop bonding with the adoptee who is below seven (7) years of age.

Amendment to Omnibus Rules on Leave (CSC MC No. 41, s. 1998, as amended)

## Rule I

### Definition of Terms



**Adoptive Parent/Adopter** refers to a male or female government employee who is **qualified to adopt** under Section 7 of the Domestic Adoption Act of 1998, who shall **undergo supervised trial custody** and/or has **obtained a decree of adoption from the court.**

Amendment to Omnibus Rules on Leave (CSC MC No. 41, s. 1998, as amended)

## Rule I

### Pre-Adoptive Placement

**Authority (PAPA)** refers to the notice of approval from the

**Regional Director of the Department of Social Welfare and Development (DSWD) on the placement of the adoptee to the prospective adoptive parents**

**from which the supervised trial custody shall commence.**

**(Sections 22 and 23, Article V, IRR of R.A. No. 8552)**

## Definition of Terms



Amendment to Omnibus Rules on Leave (CSC MC No. 41, s. 1998, as amended)

## Rule I

**Government employee** refers to a person in government service who, in accordance with existing laws, rules and regulations, hold public office by virtue of an appointment issued by the proper appointing officer/authority or by way of election in NGAs, LGUs, GOCCs with original charters, SUCs, or LUCs.

### Definition of Terms



Amendment to Omnibus Rules on Leave (CSC MC No. 41, s. 1998, as amended)

## Rule I

### Definition of Terms



**Employment status** refers to the **status of appointment**. It may be permanent, temporary, provisional, coterminous, fixed term, substitute, casual or contractual.

Amendment to Omnibus Rules on Leave (CSC MC No. 41, s. 1998, as amended)

## Rule XVI

### Sec. 11 Grant of Maternity Leave



- **105 days** for **live childbirth**
- Additional **15 days** for **solo parents** qualified under RA No. 8972
- **60 days** for **miscarriage, emergency termination of pregnancy (ETP) including stillbirth**
- **CS Form No. 6, Revised 2020** shall be used

Amendment to Omnibus Rules on Leave (CSC MC No. 41, s. 1998, as amended)

## Rule XVI

### Sec. 11 Grant of Maternity Leave



- **Non-Cumulative** (*can not be accumulated*) and **Non-Commutative** (*non-convertible to cash*)
- **ML cannot be deferred**, but part of it may be availed on or before the actual delivery in a **continuous and uninterrupted manner**.

## Rule XVI

### Sec. 12 Extended Maternity Leave (NEW)



- ❑ An **option to extend the 105 days ML for live childbirth** for up to **30 days** with or without pay.
  - ❖ **If with pay** – charge to Sick Leave (SL) credits or to Vacation Leave (VL) if SL is exhausted.
  - ❖ **If without pay** – Not considered a gap in the service.



## Rule XVI

### Sec. 12 Extended Maternity Leave (NEW)



- Submit application at least forty-five (45) days before the end of the 105-day ML *(Due notice in writing)*
- Prior notice is not required for medical emergency cases**, but subsequent notice shall be given to the authorized official

## Rule XVI

### Sec. 13 Frequency of the Grant of Maternity Leave



- Granted for **every instance of pregnancy**, regardless of frequency
- In case of **overlapping benefit claims**, the female employee shall be granted maternity benefits for the two contingencies in a **consecutive manner**.
- Shall be paid only **one ML benefit**, regardless of the number of offspring, **per child birth/delivery**.

Amendment to Omnibus Rules on Leave (CSC MC No. 41, s. 1998, as amended)

## Rule XVI

### Sec. 14 Tenure of Female Employee Availing the Expanded Maternity Leave (NEW)



- The availment of maternity leave shall not be used as basis for the diminution or reduction in rank, status or salary of the female employee or termination of her employment.

*(Security of tenure and non-discrimination clause)*

## Rule XVI

### Sec. 15 Maternity Leave After Termination of Employment



- ML with full pay if the childbirth, miscarriage or emergency termination of pregnancy occurs not more than fifteen (15) calendar days after the termination of employee's service.
- In case of illegal termination of employment, the prescriptive period of fifteen (15) calendar days shall not apply.

## Rule XVI

### Sec. 15 Maternity Leave After Termination of Employment



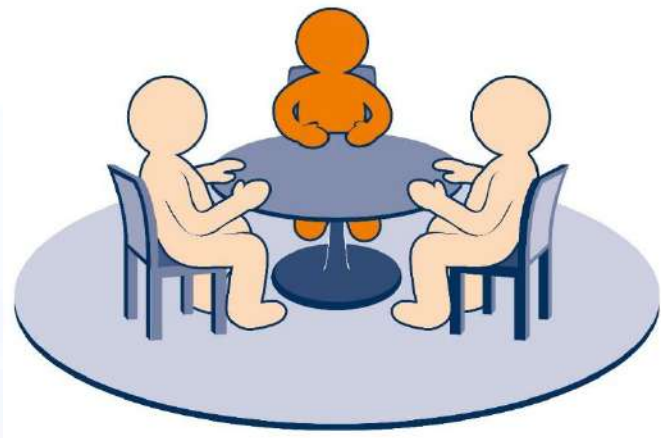
**Q:** *My contract ended on 05 Nov. 2020. My estimated date of delivery is on 20 Nov. 2020. Am I entitled to ML?*

**A:** *Yes. You are entitled to 105 days ML with full pay provided that live childbirth occurred within the period of 06 to 20 Nov. 2020.*

Amendment to Omnibus Rules on Leave (CSC MC No. 41, s. 1998, as amended)

## Rule XVI

### Sec. 16. Maternity Leave of Employee with Pending Administrative Case



Maternity leave benefits shall be enjoyed by the female employee **even if she has a pending administrative case.**

Amendment to Omnibus Rules on Leave (CSC MC No. 41, s. 1998, as amended)

## Rule XVI

### Sec. 16. Maternity Leave of Employee with Pending Administrative Case



For female employee under **preventive suspension** or serving the **penalty of suspension**:

- ❖ She will be **allowed** to enjoy ML
- ❖ She shall be required to serve the unexpired portion of her suspension after ML

Amendment to Omnibus Rules on Leave (CSC MC No. 41, s. 1998, as amended)

## Rule XVI

### Sec. 16. Maternity Leave of Employee with Pending Administrative Case







- She **cannot** enjoy ML if during childbirth, miscarriage or early termination of pregnancy a decision in an administrative case found her **guilty** with a penalty of **dismissal from the service has become final and executory.**



Amendment to Omnibus Rules on Leave (CSC MC No. 41, s. 1998, as amended)

## Availment of Expanded Maternity Leave Benefits

 <b>Pending investigation and case resolution</b>	 <b>Preventive suspension Pending on Appeal</b>	 <b>Suspension</b>	 <b>Dismissal</b>
<b>PENDING ADMINISTRATIVE CASE</b>		<b>FINAL AND EXECUTORY DECISION</b>	

## Rule XVI

### Sec. 16. Maternity Leave of Employee with Pending Administrative Case



**Q:** *Ivana was dismissed from the service due to a disciplinary case. She gave birth within 15 days from the promulgation of the decision. Is she entitled to ML?*

**A:** *Yes, because the decision is not yet final and executory.*

# OTHER KINDS OF LEAVE

*(Omnibus Rules on Leave  
Implementing Book V of Executive  
Order No. 292)*

# Other Kinds of Leave

Maternity Leave

Paternity Leave

Rehabilitation Privilege

Special Leave Privileges

Study Leave

Teacher's Leave



Parental Leave to Solo Parents  
*(RA 8972; Solo Parents' Welfare Act  
of 2000)*

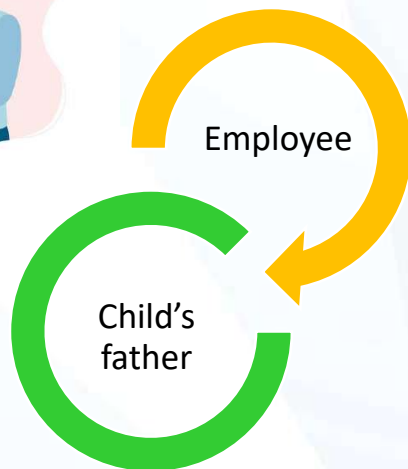
Ten-Day Leave Under RA 9262  
*(Anti-Violence Against Women & Their  
Children Act of 2004)*

Special Leave Benefits for  
Women Under RA 9710  
*(An Act Providing for the Magna Carta  
of Women)*

Amendment to Omnibus Rules on Leave (CSC MC No. 41, s. 1998, as amended)

## Rule XVI

### Sec. 17. Allocation of Maternity Leave Credits (NEW)

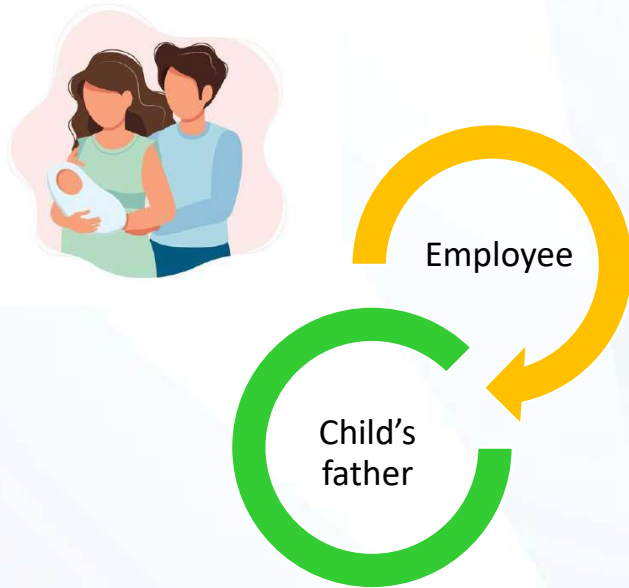


- A female employee **has the option to allocate up to seven (7) days** of her maternity leave to the **child's father, whether she is married to him or not.**
- The allocated ML leave is **over and above the seven (7)-day paternity leave benefit** under R.A. No. 8187 or the *"Paternity Leave Act of 1996."*

Amendment to Omnibus Rules on Leave (CSC MC No. 41, s. 1998, as amended)

## Rule XVI

### Sec. 17. Allocation of Maternity Leave Credits (NEW)



### Alternate Caregiver:

- May be allocated by the female employee 7 days ML, **in case of death, absence or incapacity of the child's father.**
- A **relative within the fourth degree of consanguinity or current partner sharing the same household**, taking into account the best interest of the child.

Amendment to Omnibus Rules on Leave (CSC MC No. 41, s. 1998, as amended)

## Rule XVI

### Sec. 17. Allocation of Maternity Leave Credits (NEW)



- The allocated leave may be enjoyed by the child's father or the alternate caregiver either in a **continuous** or in an **intermittent manner** not later than the period of the maternity leave availed of.



Amendment to Omnibus Rules on Leave (CSC MC No. 41, s. 1998, as amended)

## Rule XVI

### Sec. 17. Allocation of Maternity Leave Credits (NEW)



- Allocation is available to the child's father or alternate caregiver who are **employed either in the public or private sector.**
- Inter-sector allocation is allowed under IRR of R.A. No. 11210

Amendment to Omnibus Rules on Leave (CSC MC No. 41, s. 1998, as amended)

## Rule XVI

### Sec. 17. Allocation of Maternity Leave Credits (NEW)



In case **full pay** has been given to the female employee:

- The child's father or alternate caregiver, as the case may be, shall only be **excused from work (leave without pay)**.
- Such leave without pay by the child's father or alternate caregiver **shall not be considered as a gap in the service**.

# Amendment to Omnibus Rules on Leave (CSC MC No. 41, s. 1998, as amended)

**A**



Female employee files ML application



105 – 7 max. =  
98 days ML  
(due/paid)



**Father**  
**(7 days leave with full pay from his agency/employer)**

**B**



Female employee files ML application



-105 days w/ full pay  
-Later allocates 7 days (max), unenjoyed



**Alternate Caregiver**  
**- Excused Absence (7 days LWOP)**

Amendment to Omnibus Rules on Leave (CSC MC No. 41, s. 1998, as amended)

## Rule XVI

### Sec. 17. Allocation of Maternity Leave Credits (NEW)



- ❑ The option to allocate is **not applicable** to maternity leave in cases of **miscarriage** and **emergency termination of pregnancy (ETP).**\*

*\*includes stillbirth*

Amendment to Omnibus Rules on Leave (CSC MC No. 41, s. 1998, as amended)

## Rule XVI

### Sec. 17. Allocation of Maternity Leave Credits (NEW)

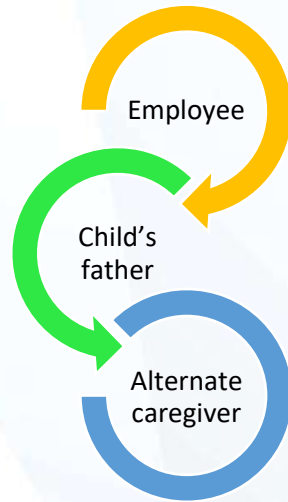


- CS Form No. 6a, s. 2020** shall be used for application of leave.
- SSS Form** shall be used if the female worker is employed in the **private sector**.

Amendment to Omnibus Rules on Leave (CSC MC No. 41, s. 1998, as amended)

## Rule XVI

### Sec. 17. Allocation of Maternity Leave Credits (NEW)



In case of death or permanent incapacity of the female employee:

1. Balance of ML benefits shall accrue to the child's father/alternate caregiver.

Amendment to Omnibus Rules on Leave (CSC MC No. 41, s. 1998, as amended)

## Rule XVI

### Conditions of Accrual:

### Sec. 17. Allocation of Maternity Leave Credits (NEW)

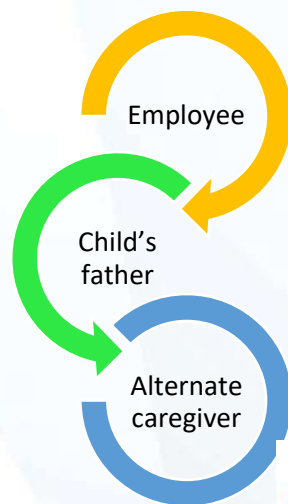


1. ML benefits have not yet been commuted to cash.
2. A certified true copy of the death certificate or medical certificate or abstract are presented to the agencies/employers of both the female employee and child's father or alternate caregiver.

Amendment to Omnibus Rules on Leave (CSC MC No. 41, s. 1998, as amended)

## Rule XVI

### Sec. 17. Allocation of Maternity Leave Credits (NEW)



In case ML benefits have already been paid to the female employee:

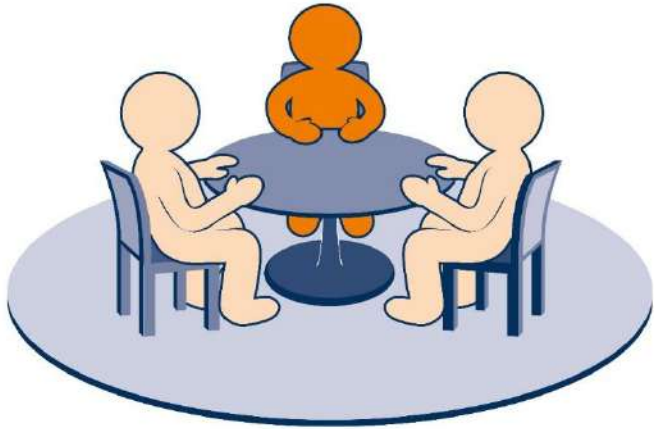
- The **unexpired ML credits** given to the child's father/alternate caregiver; only as excused absence from work (**LWOP**).

❖ Such LWOP shall **not** be considered a gap in the service



## Rule XVI

### Sec. 18. Dispute Resolution (NEW)



For dispute, controversy or claim re:  
payment of ML with full pay:

1. **Initially file to the head of agency;**
2. **If aggrieved** with decision of the head of agency, female worker concerned may **file an appeal** to:
  - a. CSC Regional Office having jurisdiction over the agency;
  - b. If not satisfied with RO decision, she may file an appeal to the Commission Proper.

Amendment to Omnibus Rules on Leave (CSC MC No. 41, s. 1998, as amended)

## Rule XVI

### Sec. 18. Dispute Resolution



**NOTE:** Pending the resolution of the dispute, controversy or claim, **the agency shall not hold or delay the payment of full pay to the female employee concerned.**

# Other Kinds of Leave

Maternity Leave

Paternity Leave

Rehabilitation Privilege

Special Leave Privileges

Study Leave

Teacher's Leave



## Rule XVI

### Sec. 19. Grant of Paternity Leave



Married male employee is entitled to **paternity leave of seven (7) working days with full pay:**

- for the first four (4) deliveries **(reckoned from 15 July 1996);**
- whether childbirth or miscarriage.
- of his legitimate spouse with whom he is cohabiting.

## Rule XVI

### Sec. 19. Grant of Paternity Leave



### Characteristics of Paternity Leave

- Non-cumulative and strictly non-convertible to cash;
  - May be enjoyed either in a **continuous** or in an **intermittent** manner;
  - May be enjoyed on the days **immediately before, during and after the delivery** of his legitimate spouse
- ❖ **BUT not later than the period of spouse's ML**

## Rule XVI

### Sec. 19. Grant of Paternity Leave



### Form to be Used:

**CS Form No. 6, Revised 2020** for application

- To be filed within reasonable period, *e.g. a week prior to spouse's EDD* (**except miscarriage and abnormal deliveries**)

## Rule XVI

### Sec. 19. Grant of Paternity Leave



- ☐ Approval of Paternity Leave application is **mandatory**
  
- ❖ **Unless his services are urgently needed to preserve life and property**, in which case the male employee shall be entitled to **overtime pay.**

## Rule XVI

### Sec. 19. Grant of Paternity Leave



### Documentary requirements (Certified True Copies):

- Marriage contract**
- Birth Certificate** of the newborn child
- Medical Certificate with Pathology Report** in case of miscarriage duly signed by the attending physician or midwife showing the actual date of delivery.



## Rule XVI

### Sec. 20. Grant of Adoption Leave



- Governed by R.A. No. 8552 and its IRR  
**(Domestic Adoption Act of 1998)**
- Adoptee is below seven (7) years of age as of placement.

## Rule XVI

### Sec. 20. Grant of Adoption Leave

Adoption leave shall provide an **opportunity for the prospective adoptee and the adoptive parent/s to develop bonding** similar to that between a child and his/her biological parents.



## Rule XVI

### Requirements:

- Civil Service (CS) Form No. 6, Revised 2020**
- Authenticated copy of the **Pre-Adoptive Placement Authority** issued by the **Department of Social Welfare and Development (DSWD)**, if the leave will be availed of before the grant of petition for adoption.

### Sec. 20. Grant of Adoption Leave



## Rule XVI

### Sec. 20. Grant of Adoption Leave



If adoption leave is availed after the grant of the petition for adoption, the application for leave shall be accompanied by the **authenticated copies of the Decree of Adoption** issued by the proper court.

## Rule XVI

### Sec. 20. Grant of Adoption Leave



### Female employee:

- 60 days** with full pay
- Enjoy in a **continuous** and **uninterrupted** manner.
- Regardless of **civil status**, **employment status** and **length of service**.

## Rule XVI

### Female employee:

If married, her legitimate spouse can avail the adoption leave:

- 7 days PL** with full pay
- Enjoy in a **continuous** or in an **intermittent** manner.



## Rule XVI

### Sec. 20. Grant of Adoption Leave



### Single male employee/Married male employee with unemployed wife\*\*:

- Adoption leave of **60 days with full pay.**
- Enjoy in a **continuous** and **uninterrupted** manner.
- Regardless of **employment status** and **length of service.**

**\*\*Who qualified as an adoptive parent under RA 8552**

# Amendment to Omnibus Rules on Leave (CSC MC No. 41, s. 1998, as amended)





Amendment to Omnibus Rules on Leave (CSC MC No. 41, s. 1998, as amended)

## **QUESTION 10:**

**Preggy gave a live childbirth on 05 April 2019. She was only granted 60 days maternity leave. Can she claim the remaining 45 days of her 105 days maternity leave?**

**Yes or No.**

## Amendment to Omnibus Rules on Leave (CSC MC No. 41, s. 1998, as amended)

# Transitory Provision

new

old



- ❑ Qualified female employees who gave live childbirth or suffered miscarriage and emergency termination of pregnancy upon the effectivity of R.A. No. 11210 on 11 March 2019 but were only granted less than what is stipulated under the new law, **shall be entitled to 105 days or 60 days with full pay**, as the case may be. *(Item 2 of CSC Resolution No. 2100020, dated 07 January 2021)*

## Amendment to Omnibus Rules on Leave (CSC MC No. 41, s. 1998, as amended)

# Transitory Provision



- They may resume their remaining maternity leave and receive unpaid maternity leave benefits due them.
- Notify their agency/ office heads in writing using the Application for Leave form (**CS Form No. 6, Revised 2020**).

## Amendment to Omnibus Rules on Leave (CSC MC No. 41, s. 1998, as amended)

### Transitory Provision



- Female employees whose **sick or vacation leave credits were deducted** following the application of the old maternity leave law, rules and regulations, **shall be entitled to restoration** of the same.

Amendment to Omnibus Rules on Leave (CSC MC No. 41, s. 1998, as amended)

## New Leave Forms




### CS Form No. 6, Revised 2020:

❖ **Application for Leave**  
*- all kinds of leave*

### CS Form No. 6a, s. 2020:

❖ **Notice of Allocation of Maternity Leave**

**Discontinuation of the use of CS Form No. 41** (*Medical Certificate Form for leave*)



Republic of the Philippines  
(Agency Name)  
(Agency Address)

Stamp of Date of Receipt

## APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT \_\_\_\_\_ 2. NAME (Last) (First) (Middle) \_\_\_\_\_

3. DATE OF FILING \_\_\_\_\_ 4. POSITION \_\_\_\_\_ 5. SALARY \_\_\_\_\_

### 6. DETAILS OF APPLICATION

<p><b>6.A. TYPE OF LEAVE TO BE AVAILED OF</b></p> <p><input type="checkbox"/> Vacation Leave (Sec. 31, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> Mandatory/Forced Leave (Sec. 32, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> Maternity Leave (R.A. No. 11210 / RRR issued by CSC, DOSS and SSS)</p> <p><input type="checkbox"/> Paternity Leave (R.A. No. 8187 / CSC MC No. 71, s. 199, as amended)</p> <p><input type="checkbox"/> Special Privilege Leave (Sec. 31, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> Solo Parent Leave (RA No. 8973 / CSC MC No. 8, s. 3004)</p> <p><input type="checkbox"/> Study Leave (Sec. 38, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> 10-Day VAWC Leave (RA No. 9262 / CSC MC No. 11, s. 3302)</p> <p><input type="checkbox"/> Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> Special Leave Benefits for Women (RA No. 9710 / CSC MC No. 23, s. 2010)</p> <p><input type="checkbox"/> Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended)</p> <p><input type="checkbox"/> Adoption Leave (R.A. No. 8952)</p> <p>Others: _____</p>	<p><b>6.B. DETAILS OF LEAVE</b></p> <p><b>In case of Vacation/Special Privilege Leave:</b></p> <p><input type="checkbox"/> Within the Philippines _____</p> <p><input type="checkbox"/> Abroad (Specify) _____</p> <p><b>In case of Sick Leave:</b></p> <p><input type="checkbox"/> In Hospital (Specify illness) _____</p> <p><input type="checkbox"/> Out Patient (Specify illness) _____</p> <p><b>In case of Special Leave Benefits for Women:</b> (Specify illness) _____</p> <p><b>In case of Study Leave:</b></p> <p><input type="checkbox"/> Completion of Master's Degree</p> <p><input type="checkbox"/> BAR/Board Examination Review</p> <p>Other purpose: _____</p> <p><input type="checkbox"/> Monetization of Leave Credits</p> <p><input type="checkbox"/> Terminal Leave</p>
<p><b>6.C. NUMBER OF WORKING DAYS APPLIED FOR</b></p> <p>INCLUSIVE DATES _____</p>	<p><b>6.D. COMMUTATION</b></p> <p><input type="checkbox"/> Not Requested</p> <p><input type="checkbox"/> Requested</p> <p style="text-align: right;">(Signature of Applicant)</p>

### 7. DETAILS OF ACTION ON APPLICATION

<p><b>7.A. CERTIFICATION OF LEAVE CREDITS</b></p> <p>As of _____</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Vacation Leave</th> <th>Sick Leave</th> </tr> </thead> <tbody> <tr> <td>Total Earned</td> <td></td> <td></td> </tr> <tr> <td>Less this application</td> <td></td> <td></td> </tr> <tr> <td>Balance</td> <td></td> <td></td> </tr> </tbody> </table> <p>_____ (Authorized Officer)</p>		Vacation Leave	Sick Leave	Total Earned			Less this application			Balance			<p><b>7.B. RECOMMENDATION</b></p> <p><input type="checkbox"/> For approval</p> <p><input type="checkbox"/> For disapproval due to _____</p> <p>_____ (Authorized Officer)</p>
	Vacation Leave	Sick Leave											
Total Earned													
Less this application													
Balance													

<p><b>7.C. APPROVED FOR:</b></p> <p>_____ days with pay</p> <p>_____ days without pay</p> <p>_____ others (Specify)</p> <p style="text-align: center;">_____ (Authorized Official)</p>	<p><b>7.D. DISAPPROVED DUE TO:</b></p> <p>_____</p> <p>_____</p> <p>_____</p>
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### INSTRUCTIONS AND REQUIREMENTS

Application for any type of leave shall be made on this Form and **to be accomplished at least in duplicate** with documentary requirements, as follows:

- Vacation leave\***  
It shall be filed five (5) days in advance, whenever possible, of the effective date of such leave. Vacation leave within in the Philippines or abroad shall be indicated in the form for purposes of securing travel authority and completing clearance from money and work accountabilities.
- Mandatory/Forced leave**  
Annual five-day vacation leave shall be forfeited if not taken during the year. In case the scheduled leave has been cancelled in the exigency of the service by the head of agency, it shall no longer be deducted from the accumulated vacation leave. Availment of one (1) day or more Vacation Leave (VL) shall be considered for complying the mandatory/forced leave subject to the conditions under Section 25, Rule XVI of the Omnibus Rules Implementing E.O. No. 292.
- Sick leave\***
  - It shall be filed immediately upon employee's return from such leave.
  - If filed in advance or exceeding five (5) days, application shall be accompanied by a **medical certificate**. In case medical consultation was not availed of, an **affidavit** should be executed by an applicant.
- Maternity leave\* – 105 days**
  - Proof of pregnancy e.g. ultrasound, doctor's certificate on the expected date of delivery
  - Accomplished Notice of Allocation of Maternity Leave Credits (C-S Form No. 6a), if needed
  - Seconded female employees shall enjoy maternity leave with full pay in the recipient agency.
- Paternity leave – 7 days**  
Proof of child's delivery e.g. birth certificate, medical certificate and marriage contract
- Special Privilege leave – 3 days**  
It shall be filed/approved for at least one (1) week prior to availment, except on emergency cases. Special privilege leave within the Philippines or abroad shall be indicated in the form for purposes of securing travel authority and completing clearance from money and work accountabilities.
- Solo Parent leave – 7 days**  
It shall be filed in advance or whenever possible five (5) days before going on such leave with updated Solo Parent Identification Card.
- Study leave\* – up to 6 months**
  - Shall meet the agency's internal requirements, if any;
  - Contract between the agency head or authorized representative and the employee concerned.
- VAWC leave – 10 days**
  - It shall be filed in advance or immediately upon the woman employee's return from such leave.
  - It shall be accompanied by any of the following supporting documents:
    - Barangay Protection Order (BPO) obtained from the barangay;
    - Temporary/Permanent Protection Order (TPO/PPDO) obtained from the court;
    - If the protection order is not yet issued by the barangay or the court, a certification issued by the Punong Barangay/Kagawad or Prosecutor or the Clerk of Court that the application for the BPO, TPO or PPDO has been filed with the said office shall be sufficient to support the application for the ten-day leave; or
- Rehabilitation leave\* – up to 6 months**
  - Application shall be made within one (1) week from the time of the accident except when a longer period is warranted.
  - Letter request supported by relevant reports such as the police report if any.
  - Medical certificate on the nature of the injuries, the course of treatment involved, and the need to undergo rest, recuperation, and rehabilitation, as the case may be.
  - Written concurrence of a government physician should be obtained relative to the recommendation for rehabilitation if the attending physician is a private practitioner, particularly on the duration of the period of rehabilitation.
- Special leave benefits for women\* – up to 2 months**
  - The application may be filed in advance, that is, at least five (5) days prior to the scheduled date of the gynecological surgery that will be undergone by the employee. In case of emergency, the application for special leave shall be filed immediately upon employee's return but during confinement the agency shall be notified of said surgery.
  - The application shall be accompanied by a medical certificate filled out by the proper medical authorities, e.g. the attending surgeon accompanied by a clinical summary reflecting the gynecological disorder which shall be addressed or was addressed by the said surgery; the histopathological report; the operative technique used for the surgery; the duration of the surgery including the post-operative period (period of confinement around surgery); as well as the employees estimated period of recuperation for the same.
- Special Emergency (Calamity) leave – up to 5 days**
  - The special emergency leave can be applied for a maximum of five (5) straight working days or staggered basis within thirty (30) days from the actual occurrence of the natural calamity/disaster. Said privilege shall be enjoyed once a year, not in every instance of calamity or disaster.
  - The head of office shall take full responsibility for the grant of special emergency leave and verification of the employee's eligibility to be granted thereof. Said verification shall include: validation of place of residence based on latest available records of the affected employee; verification that the place of residence is covered in the declaration of calamity area by the proper government agency; and such other proofs as may be necessary.
- Monetization of leave credits**  
Application for monetization of fifty percent (50%) or more of the accumulated leave credits shall be accompanied by letter request to the head of the agency stating the valid and justifiable reasons.
- Terminal leave\***  
Proof of employee's resignation or retirement or separation from the service.
- Adoption Leave**
  - Application for adoption leave shall be filed with an authenticated copy of the Pre-Adoptive Placement Authority issued by the Department of Social Welfare and Development (DSWD).

CS Form No. 6a  
Series of 2020

**NOTICE OF ALLOCATION OF MATERNITY LEAVE**

**I. FOR FEMALE EMPLOYEE**

NAME (Last Name, First Name, Name Extension, if any, and Middle Name)		POSITION
HOME ADDRESS		AGENCY and ADDRESS
CONTACT DETAILS (Phone number and e-mail address)		
I am allocating ____ days (7 days max.) of my 106-day maternity leave to Mr./Ms. _____ which benefit is granted under Republic Act No. 11210 or the 106-Day Expanded Maternity Law. Attached is the proof of our relationship.		
SIGNATURE OVER PRINTED NAME		DATE

**II. FOR CHILD'S FATHER/ALTERNATE CAREGIVER**

NAME (Last Name, First Name, Name Extension, if any, and Middle Name)		POSITION
HOME ADDRESS		AGENCY / EMPLOYER and ADDRESS
CONTACT DETAILS (Phone number and e-mail address)		
RELATIONSHIP TO THE FEMALE EMPLOYEE (Please mark the box with 'x')	I accept the allocated ____ days of the 106-day maternity leave from the abovementioned female employee and I/we submit the attached proof of our relationship. It is understood that the allocated maternity leave is for the care of our/their newborn child.	
<input type="checkbox"/> Child's father <input type="checkbox"/> Alternate caregiver <input type="checkbox"/> Relative within fourth degree of consanguinity (Specify: _____) <input type="checkbox"/> Current partner sharing the same household	SIGNATURE OVER PRINTED NAME DATE	

PROOF OF RELATIONSHIP (Please mark the box with 'x' and attach a photocopy of the document)			
<input type="checkbox"/> Child's Birth Certificate	<input type="checkbox"/> Marriage Certificate	<input type="checkbox"/> Barangay Certificate	<input type="checkbox"/> Other bona fide documents that can prove filial relationship

**III. FOR THE HRMO AND THE HEAD OF OFFICE/AUTHORIZED OFFICIAL**

I certify that Ms. _____ has a maternity leave balance of ____ days. Furthermore, I have reviewed and evaluated the attached supporting documents and find the herein allocation of maternity leave in order.		APPROVED:
SIGNATURE OVER PRINTED NAME HRMO		SIGNATURE OVER PRINTED NAME Head of Office/Authorized Official
DATE	DATE	DATE
AGENCY, ADDRESS and CONTACT DETAILS		

**Instructions**

1. The form shall be used as written notice of the female employee to her agency regarding her allocation of a maximum of seven (7) days from the 105-day expanded maternity leave.
2. The form shall be accomplished in three (3) copies: copy for the female employee; copy for the agency; and copy for the agency/employer of the child's father/alternate caregiver.
3. The form with proof of relationship shall be attached to the Application for Leave (CS Form No. 6) of the female employee.
4. The authorized official shall forward the copy for the agency/employer of the child's father/alternate caregiver.
5. Item I of the form shall be accomplished by the female employee. She shall provide the required personal and agency information, the number of maternity leave days sought to be allocated and the name of the recipient of the allocated leave. She shall affix her signature over printed name with date of signing.
6. Item II of the form shall be accomplished by the child's father/alternate caregiver. He/she shall provide the required personal and agency/employer information and he/she shall affix his/her signature over printed name with date of signing.
7. Item III of the form shall reflect the name of the female employee and her maternity leave balance. This part shall be accomplished and signed by the Human Resource Management Officer (HRMO) in the agency. It is a ministerial duty of the head of office or his/her authorized official to approve said allocation and indicate the date of signing. The agency, thru the HRMO, is responsible to forward a copy of the accomplished form to the agency/employer of the child's father/alternate caregiver.

# Allocation of maternity leave credits

Female Worker	Child's Father	Alternate Caregiver
<p>Allocation of MLC <b>(7 days maximum)</b></p> <ul style="list-style-type: none"> <li>▪ 105 days fully paid in advance</li> <li>• Fully paid less no. of days allocated</li> </ul>	<p>No. of days allocated</p> <ul style="list-style-type: none"> <li>▪ Excused absence (LWOP)</li> <li>✓ <b>Not considered gap in service</b></li> <li>▪ Leave with pay <b>(to be paid by his agency)</b></li> </ul>	<p>No. of days allocated</p> <p>same as child's father</p> <p>same as child's father</p>



## Accrual of maternity leave credits

*(in case of death or permanent incapacity of the female worker)*

Particulars	Child's Father	Alternate Caregiver
<ul style="list-style-type: none"> <li>105 days ML benefits already paid full</li> </ul>	Balance of ML benefits not enjoyed by the female worker <ul style="list-style-type: none"> <li>Excused absence (LWOP)</li> <li>✓ <b>Not considered gap in service</b></li> </ul>	same as child's father
<ul style="list-style-type: none"> <li>ML benefits not yet commuted (<b>paid thru payroll</b>)</li> </ul>	<ul style="list-style-type: none"> <li><b>Leave with pay</b> (to be paid by his agency)</li> </ul>	same as child's father

# Adoption leave

Particulars	Working Spouses		Married Male with Non-Working Spouse	Single Male
	F	M		
Same benefit of biological parents	60 CD	7 WD	60 CD	60 CD

Amendment to Omnibus Rules on Leave (CSC MC No. 41, s. 1998, as amended)

## Effectivity of CSC Resolution No. 2100020



## 24 April 2021

*(After fifteen (15) days from its newspaper publication in the Daily Tribune)*

**PROVIDED** that the amendment to the **rules on maternity shall apply** to female employees who gave live birth, suffered miscarriage or emergency termination **from the effectivity of R.A. No. 11210 on 11 March 2019.**

Amendment to Omnibus Rules on Leave (CSC MC No. 41, s. 1998, as amended)

## PENALTIES

Failure or refusal to comply with the provisions of **R.A. No. 11210 (Sec. 1, Rule X of the IRR implementing RA No. 11210)**

- Fine** - 20,000.00 to 200,000.00 pesos, **and Imprisonment**
  - 6 years and 1 day to 12 years or **BOTH**
  
- If the act or omission is committed by an association, partnership, corporation or any other institution, its **managing head, directors or partners shall be held liable** to the penalties provided under R.A. No. 11210.

## Paternity Leave

### (Filing/Validation Requirements)

- Shall be availed of **not later than sixty (60) days** after the date of the child's delivery. *(CSC MC No. 01, s. 2016)*
  
- Leave application **filed within reasonable period prior to expected delivery** except in cases of miscarriage & abnormal deliveries.

## Paternity Leave

(Filing/Validation Requirements)

- May be required to furnish
  - ❖ **Certified True Copy of Marriage Contract**
  - ❖ **Birth Certificate** of Newly-Born Child
  - ❖ **Medical Certificate with Pathology Reports** in case of miscarriage, signed by attending physician or midwife with date of childbirth/miscarriage.
- Approval, **mandatory unless the services are urgently needed** to preserve life and property, in w/c case male employee entitled to overtime pay.

## Filing Requirement (Adoptive Parents)

- Attachment to application for PL
  - a) If PL before the grant of petition for adoption, **authenticated copy of Pre-Adoptive Placement Authority** issued by the DSWD
  - b) If availed after the grant of petition, **authenticated copy of Decree of Adoption** issued by the proper court

# Other Kinds of Leave

Maternity Leave

Paternity Leave

Rehabilitation Privilege

Special Leave Privileges

Study Leave

Teacher's Leave





## Rehabilitation Privilege

- Granted for a **maximum period of 6 months for wounds &/or injuries** sustained while in the performance of official duties
- Performance of Duty** – situations wherein the official or employee was already at work; may be extended in situations where the official or employee meets an accident while engaged in activities inherent to the performance of duties, including being on official business outside of his/her work station, official travel, authorized overtime, detail order & special assignment orders

## Rehabilitation Privilege

- Illness or sickness resulting from or aggravated by working conditions or the environment **cannot be a basis for availing of the privilege even if compensable** under the law & regulations of ECC.
- Injuries from accidents that occurred while going to work and going home from work are **not considered sustained** while in the performance of official duties.
- Absence from work during the period **not deductible from accumulated sick or vacation leave credits**

## Rehabilitation Privilege

- Concerned officials/employees **do not earn and accumulate VL and SL credits** while on RP.
- Officials & employees availing of RP **shall receive salaries & regular benefits** (PERA, ACA, Bonus & cash gift)
- Not entitled to benefits & privileges that are enjoyed based on actual performance of duties** of positions, like RATA

## Rehabilitation Privilege

- Claimants entitled to reimbursement for first-aid expenses, which **shall not exceed P5,000.00, unless necessary** as certified by medical authorities & approved by head of agency
  
- First Aid** – basic medical treatment **immediately given to a person** hurt in an accident

## Procedure

- ❑ **Application for RP made thru a letter**, supported by relevant reports (e.g. police report), if any and medical certificate on the nature of injuries, course of treatment involved & need to undergo rest, recuperation, & rehabilitation
  
- ❑ **Application should be made within 1 week** from the time of accident except when a longer period is warranted; may be made for the injured official/employee by a member of his/her immediate family
  
- ❑ **Written concurrence of government physician** relative to recommendation for rehabilitation required if attending physician is a private practitioner, particularly on the duration of the period of rehabilitation

## Responsibilities of Agency Head

- Agency head shall **determine whether injuries were incurred** while in the performance of duties
- He/she shall be **held responsible & personally liable for any false or fraudulent claims** and irregular availing of RP
- He/she, through agency medical staff and/or HRMO, **should monitor monthly the medical status of employee** undergoing rehabilitation leave

## APOLINARIO, Napoleon M.

[CSC Res. No. 992306, d. Oct. 7, 1999]

### Issues:

- a) Whether the Phil. General Hospital (PGH) can include urine examination, to test the presence of prohibited drugs, as one of the requirements for the annual examination in the hospital; to be conducted unannounced or at random to prevent manipulation of result.
  
- b) Whether the PGH is authorized to grant sick leave or vacation leave of absence to its employees for reason of 'rehabilitation' (from drug dependency or alcoholism).

## Ruling:

- 1) The CSC in Res. No. 99-1410 dated July 1, 1999 made the following pronouncement:

*“xxx, the Commission would like to emphasize that the **purpose of requiring drug testing among its employees is for the sole purpose of testing their physical and mental fitness for public service.** Thus, government employees who are positive for drugs and who can offer no satisfactory explanation **may be subject to dismissal from the service.** However, the test results of the said drug test may not be turned over to any other agency, including the Public Prosecutor’s Office and the Ombudsman, without the employee’s written consent.*”



*“xxx, the Commission hereby rules that the MIAA may administer Drug Test on its existing organic personnel as the same is not violative of human rights nor is it an intrusion into one’s privacy.”*

The PGH **may administer urine examination on its existing personnel** to test the presence of prohibited drugs and that the **manner by which the urine examination will be conducted is to be determined by the PGH Management.**

2) The PGH is **authorized to grant sick leave to its employees for reason of treatment**, whether from drug dependency or alcoholism, **and after exhaustion of sick leave credits, vacation leave credits but not the rehabilitation leave** under Memorandum Circular No. 41, s. 1998 (Sec. 55).

# Other Kinds of Leave

Maternity Leave

Paternity Leave

Rehabilitation Privilege

Special Leave Privileges

Study Leave

Teacher's Leave



# Special Leave Privileges

Personal Milestones

Parental Obligations

Filial Obligations

Domestic Emergencies

Personal Transactions

Calamity, Accident or  
Hospitalization Leave

# Special Leave Privileges

- ❑ If birthday or wedding anniversary falls on either a Saturday, Sunday or Holiday, **employee may avail of SLP either BEFORE or AFTER the occasion**
- ❑ **Proof no longer required** to be presented before availment
- ❑ Employee **can avail of one SLP for 3 days** or a combination of any of the leaves for a maximum of 3 days in a given year.
  - ❖ **Non-Cumulative**
  - ❖ **Non-Convertible to Cash**

# Other Kinds of Leave

Maternity Leave

Paternity Leave

Rehabilitation Privilege

Special Leave Privileges

Study Leave

Teacher's Leave



# Study Leave

- A **time-off from work not exceeding six (6) months with pay** for qualified officials and employees to help them prepare for their **Bar or Board Examinations** or complete their **Master's Degree (not to exceed four (4) months)**
- No extension** if maximum period is availed

# Selection Requirements for Beneficiary

- 1) **Completed a bachelor's degree** that requires the **passing of the bar or a board licensure examination**;
- 2) The **profession or field of study** to be pursued must be **relevant to the agency's mandate, or to the duties and responsibilities of the concerned official or employee**, as determined by the agency head;
- 3) **No pending administrative and/or criminal charges**;



## Selection Requirements for Beneficiary



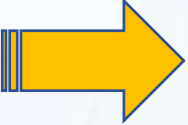
- 4) With **two (2) years of service with at least VS performance** for the **last 2 rating periods** immediately preceding the application;
- 5) **No current foreign or local scholarship grant;**
- 6) Must have **fulfilled the service obligation** of any previous training/scholarship/ study leave grant
- 7) **With permanent appointment**

## Selection Requirements for Beneficiary

- Those **with COTERMINOUS appointments** may be allowed to avail provided
  - a) they **meet the first 6 requirements;**
  - b) would be **able to fulfill the required service obligation;** and
  - c) **not related to the head of agency or to any member of a collegial body or board,** in case of constitutional offices and similar agencies, within the 4<sup>th</sup> degree of affinity or consanguinity.

# Service Obligation

## Period of Grant Service Obligation

- 1 month  6 months
- 2 to 3 months  1 year
- More than 3 months to 6 months  2 years

- ❑ **Failure to render service obligation** for cause/s within the beneficiary's control, **ground for REFUND of gross amount of salary, allowances and benefits** received based on the formula:

$$R = \frac{SOR - SOS}{SOR} \times TCR$$

**SOR**

**Where:**

R = Refund

TCR = Total Compensation Received

SOS = Service Obligation Served

SOR = Service Obligation Required

- ❑ Beneficiaries to **inform in writing, through the personnel office**, of their failure to take the bar/board examination or to complete their master's degree
- ❑ They shall also **refund to the agency the salaries and benefits received**
- ❑ For causes within their control, **repetition would bar them from future availment** of the study leave and training/scholarship grant whether foreign or local.

- No officer or employee** who is on study leave or on secondment **shall be considered for promotion during the period of his study leave or secondment.** (Sec. 19, Rule XIII, CSC MC#15, s. 1999)
  
- A female employee on study leave with pay is **not entitled to avail of maternity leave benefits** [CSC Res. No. 02-0576, d. Apr. 18, 2002; Re: Sacmar-Badiola, Ginalyn]

# Other Kinds of Leave

Maternity Leave

Paternity Leave

Rehabilitation Privilege

Special Leave Privileges

Study Leave

Teacher's Leave



# Teacher's Leave

- Teachers entitled to **Proportional Vacation Pay (PVP)** of 70 days summer vacation plus 14 days Christmas vacation.
- A **teacher who has rendered continuous service in a school year** without incurring absences without pay of not more than 1 ½ days is **entitled to 84 days of PVP.**



# Vacation Service Credits

- Leave credits earned for services rendered on activities during summer or Christmas vacation, as authorized by proper authority.
- Used to offset absences of a teacher due to illness or to offset proportional deduction in vacation salary due to absences for personal reasons or late appointment.
- ❖ **Day Care Workers and all other appointive employees** whose work schedule is the same as that of teachers, **earn vacation service credits and entitled to PVP**

# Updated Guidelines On Grant Of Vacation Service Credits (VSC) To Teachers

*[DepEd Order No. 53, d. June 24, 2003, as amended by DepEd Order No. 84, d. Nov. 24, 2003]*

- VSC used to offset absences of a teacher due to illness
- Activities Eligible for the Grant of Service Credits
  - a. services rendered during registration and elections days as long as these are mandated duties under existing laws;
  - b. services rendered during calamity and rehabilitation when schools are used as evacuation centers;

- c. services rendered in connection with the conduct of remedial classes during the summer or Christmas Vacation or outside of regular school days;
- d. services rendered in connection with early opening of the school year;
- e. services rendered during school sports competition held outside of regular school days;
- f. services rendered by those who train teachers in addition to their normal teaching loads;

- g. teaching overload not compensated by honoraria;
- h. teaching in non-formal education classes in addition to teaching in formal education classes carrying a normal teaching load;
- i. work done during regular school days if these are in addition to the normal teaching load;
- j. conduct of testing activities held outside of school days;

- k. attendance/participation in special DepEd projects and activities which are short-term in duration such as English, Science and Math Mentors' Training, curriculum writing workshop, planning workshop, etc., if such are held during the summer vacation or during weekends or during holidays;
  
- l. Conduct of remedial instruction to assist students who perform poorly in periodical and other written tests, in excess of the maximum actual teaching time. [DepEd Order No. 5, d. Feb. 12, 2004]

# Procedure in the Grant of Service Credits

- 1) Head of office/school recommends approval of request to render vacation service
- 2) Schools Div. Superintendent approves/disapproves request
- 3) If reason not among those listed, request forwarded to RD for action, if activity is region-wide and to CO, thru RD, if activity is DepEd-wide.

- ❑ After completion of vacation service the following shall be submitted:
  - a. Accomplishment Report
  - b. Duly Signed DTR/CS Form 48

# Conversion of Vacation Service Credits of Teachers to VL & SL

Vacation and Sick Leave =  $30Y/69$

## Where:

30 = no. of days in a month

Y = total no. of service credits

69 = 58 days of summer vacation +  
11 days Christmas vacation



# Conversion of VL & SL Credits to Vacation Service Credits of Teachers

$$Y = \frac{VL + SL}{30} \times 69$$

## Where:

Y = total no. of service credits

30 = no. of days in a month

69 = 58 days of summer vacation +  
11 days Christmas vacation

## Other Applicable Rules

- a) 1 work day of VSC granted for 1 day of service (8 hrs.)
- b) No. of days VSC granted shall not exceed 15 work days in 1 year, except in cases authorized by the Secretary upon recommendation of the RD
- c) VSC not granted for services without previous authority

- d) Teachers on detail or assigned to non-teaching jobs not entitled to VSC
- e) In monetization of teachers leave credits, unused VSC converted to V/SL credits using the following formula:

$$\mathbf{VL \ \& \ SL = 30y / 69}$$

Where:

*30 = No. of days in a month*

*y = Total no. of teacher's SC*

*69 = 58 days of summer vacation +  
11 days of Christmas vacation*

After monetization the remaining V/SL credits shall be converted back to VSC using the formula:

$$Y = \frac{VL + SL}{30} \times 69$$

f) Teachers who resigned, retired or separated from the service though no fault of their own on or after Jan. 16, 1986 shall be paid the money value of their unused VSC converted to V/SL credits

## **Issue:**

Whether COMELEC Res. No. 4434, s. 2001, granting additional five-day leave credits to government employees who served as Board of Election Inspectors (BEIs) during the May 14, 2001 election, is valid.

## **Ruling:**

The CSC holds the view that while COMELEC Res. No. 4434, s. 2001, bears the stamp of regularity, it being promulgated by the COMELEC in the course of its official duties, the matter of **five-day additional leave credits** espoused therein **finds no legal support in existing leave laws and rules**. This notwithstanding, the **said extra leave credits may be treated in the nature of a compensatory leave**. [CSC Res. 02-0489, d. Apr. 4, 2002; Re: Ejar, Evelyn N.]

# OTHER KINDS OF LEAVE

*(Based on the Approved Laws,  
Rules & Regulations of the  
Government)*

Parental Leave to Solo Parents  
*(RA 8972; Solo Parents' Welfare Act  
of 2000)*



Ten-Day Leave Under RA 9262  
*(Anti-Violence Against Women & Their  
Children Act of 2004)*

Special Leave Benefits for  
Women Under RA 9710  
*(An Act Providing for the Magna Carta  
of Women)*

# Parental Leave

- ❑ Leave benefits of **seven (7) days granted to a solo parent** pursuant to RA 8972 (Solo Parents' Welfare Act of 2000; 9/22/02) to enable said parent **to perform parental duties and responsibilities** where physical presence is required



# Who are Considered Solo Parents?

1. A **woman who gives birth as a result of rape and other crimes against chastity**, even without a final conviction of the offender; **provided, that the mother keeps and raises the child**;
  
2. **Parent left solo or alone** with the responsibility of parenthood due to any of the following circumstances:
  - 2.1. Death of Spouse;
  - 2.2. detention of the spouse or serving sentence for a criminal conviction for at least one (1) year;

- 2.3 **physical/mental incapacity of spouse** as certified by a public medical practitioner;
- 2.4 **legal separation or de facto separation from spouse for at least 1 year** provided he/she has custody of the children;
- 2.5 **declaration of nullity or annulment of marriage** as decreed by a court or by a church, **provided he/she has custody of the children**; and
- 2.6 **abandonment of spouse** for at least one year;

- 3) **unmarried person who has preferred to keep and rear the children** instead of having others care for them or give them up to a welfare institution;
- 4) **any other person who solely provides parental care and support to a child or children** provided said person is duly licensed as a foster parent by the DSWD or duly appointed legal guardian by the court;
- 5) **any family member who assumes the responsibility of head of family** as a result of the death, abandonment, disappearance or prolonged absence of the parents or solo parent; provided, that such abandonment, disappearance or absence lasts for at least one (1) year

## Conditions for Availment

- 1) must have rendered **at least 1 year of government service**, either continuous or broken, reckoned at the time of the effectivity of RA 8972 on Sept. 22, 2002; regardless of employment status;
- 2) may be **availed every year & not convertible to cash**, unless specifically agreed upon previously; forfeited if not availed within the year;

- 3) may be **availed on staggered or continuous basis**, subject to the approval of agency/office head; application to be submitted at least 1 week prior to its availment, except on emergency cases;
- 4) parental leave may be availed under any of the following:
  - 4.1 attend to **personal milestones of a child**;

- 4.2 perform **parental obligations**;
- 4.3 **attend to medical, social, spiritual and recreational needs of the child**; and
- 4.4 **other similar circumstances** necessary in the performance of parental duties and responsibilities, where physical presence of a parent is required.

## Condition for Termination of Privileges

- 1) **Changes in the status and family situation** (marriage or no longer left alone with the responsibility of parenthood); without prejudice to reapplication should circumstances warrant;
- 2) Agency head may determine **whether granting of parental leave is proper or may conduct the necessary investigation** to ascertain if grounds for termination and withdrawal of privilege exist;

- If there is an existing policy or CNA, the same shall be credited as PL; if greater than 7 days, the PL Law of 7 days prevails

## **Filing Requirements**

- Leave Application (CS Form No. 6), supported with certified true copies of the Solo Parent ID (secured from City/Mun. SWDO; renewable yearly) and birth certificate of the child/children or other requirements such as medical certificate.



- Approval of PL application, **mandatory** provided it is in order
  
- Non-approval** without justifiable reason, **ground for appropriate sanction** against the concerned official.
  
- Guidelines on the Availment of the Ten-Day Leave under RA 9262 [Anti-Violence Against Women and their Children Act of 2004] (CSC Res. No. 051206, dated August 26, 2005; Effective Oct, 19, 2005; CSC MC No. 15, d. July 20, 2006)

Parental Leave to Solo Parents  
*(RA 8972; Solo Parents' Welfare Act  
of 2000)*

Ten-Day Leave Under RA 9262  
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Special Leave Benefits for  
Women Under RA 9710  
*(An Act Providing for the Magna Carta  
of Women)*

# Violence Against Women and their Children

- ❑ **Any act or a series of acts committed by any person against a woman** who is his wife, former wife, or against a woman with whom the person has or had a sexual or dating relationship, or with whom he has a common child, or against her child whether legitimate or illegitimate, within or without the family abode, which **result in or is likely to result in physical, sexual, psychological harm or suffering, or economic abuse** including threats of such acts, battery, assault, coercion, harassment or arbitrary deprivation of liberty.

It includes, but is not limited to, the acts enumerated in Section 3 of the Act.

- a) Physical Violence
- b) Sexual Violence
- c) Psychological Violence
- d) Economic Abuse

# Who are Entitled to 10-Day Leave

- Any woman employee in the government service** regardless of employment status, who is a victim of violence as defined under Sec. 3 of the Act;
- Any woman employee **whose child is a victim of violence** as defined therein and whose age is below 18 or above 18 but unable to take care of himself/herself

# When to File; Documentary Requirements

- Application **to be filed whenever practicable**, before the actual leave or immediately upon the woman employee's return
  
- Accompanied by any of the following :
  - ❖ Barangay Protection Order (BPO)
  - ❖ Temporary/Permanent Protection Order (TPO/PPO)

- ❑ If no protection order yet, a **certification issued by the Punong Barangay/Kagawad or Prosecutor or the Clerk of Court** that the application for the BPO, TPO or PPO has been filed with the said office
  
- ❑ If no BPO/TPO/PPO or certification, a **police report specifying the details of the occurrence of violence** on the victim **and a medical certificate** may be considered, at the discretion of the immediate supervisor

## Manner of Availment/Nature of Leave

- Continuous or intermittent** to cover the days she has to attend to medical and legal concerns
- Non-cumulative & non-convertible to cash**; leaves not availed of, waived



## When Leave May Be Extended

- When necessity arises, as specified in the Protection Order, the **woman employee may apply for extension** and, for this purpose, **use the other leave benefits** provided under civil service rules and regulations

# Administrative Liability

- ❑ The **official who denies the application for leave of a woman employee-victim of VAW**, despite submission of the BPO/TPO/PPO, shall be held **liable for Conduct Prejudicial to the Best Interest of the Service**.

Parental Leave to Solo Parents  
*(RA 8972; Solo Parents' Welfare Act  
of 2000)*

Ten-Day Leave Under RA 9262  
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Women Under RA 9710  
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of Women)*



# Guidelines on the Availment of the Special Leave Benefits for Women Under RA 9710 [CSC Res. No. 1000432 d 22 Nov 2010]

- Any female public sector employee, regardless of age and civil status,** shall be entitled to a special leave of a **maximum of two months with full pay** based on her gross monthly compensation, provided she has rendered **at least 6 months aggregate service** in any or various government agencies for the last 12 months prior to undergoing surgery for gynecological disorders

- ❑ **Gynecological Disorders** – refer to **disorders that would require surgical procedures** such as, but not limited to dilatation and curettage and those involving female reproductive organs such as the vagina, cervix, uterus, fallopian tubes, ovaries, breast, adnexa and pelvic floor, as certified by a competent physician. For purposes of the Act and the Rules and Regulations, **gynecological surgeries shall also include hysterectomy, ovariectomy, and mastectomy.** *[Item M, Sec. 7, Rule II, IRR of RA 7910]*

- ❑ Special leave may be availed for **every instance of gynecological disorder** requiring surgery for a **maximum period of 2 months per year**
- ❑ Availment shall be **in accordance with the List of Surgical Operations for Gynecological Disorder**, which reflects classification of procedure based on patient's estimated period of recuperation

☐ Classification of Procedure based on Patient's Estimated Period of recuperation If without concomitant medical problems

**Minor** - Surgical procedures requiring a maximum period of recuperation of **two (2) weeks**

**Major** - Surgical procedures requiring a minimum period of recuperation of **three (3) weeks to a maximum period of two (2) months**

- Other Surgical Operations for Gynecological Disorders not found in the List **may be allowed subject to certification of competent medical authority** and submission of other requirements
  
- Earned leave credits **may be used for preparatory procedures** and/or confinement prior to surgery



- Should period of recuperation after surgery exceed 2 months, **female official/employee may use her sick leave credits**, then, if exhausted vacation leave credits
- Special leave benefit, **non-cumulative and not convertible to cash**

# Procedure of Availment

- Application made **through Civil Service Form No. 6** [application for leave] **approved by proper authorities**
- Accompanied by **medical certificate filled out by the proper medical authorities**, e.g. the attending surgeon accompanied by
  - a) a **clinical summary** reflecting the gynecological disorder which shall be addressed or was addressed by said surgery;

- b) the **histopathological report**;
- c) the **operative technique used** for the surgery;
- d) the **duration of the surgery** including the pre-operative period (period of confinement around surgery); and
- e) employee's **estimated period of recuperation** for the same

- Application **may be applied in advance**, at least 5 days prior to date of gynecological surgery; requirements to be attached to the **medical certificate upon employee's return to work**
- In case of emergency surgical procedure, leave **application shall be filed immediately upon employee's return**

- Upon employee's return to work, she shall also present a **medical certificate signed by attending surgeon** that she is physically fit to assume the duties of her position
  
- Guidelines with retroactive effect:  
September 15, 2009 or 15 days after the publication of the Magna Carta of Women

- ❑ Government officials and employees covered in these Guidelines whose periods of surgery and recuperation due to gynecological disorders after the effectivity of the Magna Carta of Women and before the promulgation of these Guidelines were deducted against their sick or vacation leave credits **can have the said leave credits restored and/or appropriate gross compensation paid**, as the case may be.

## Issue:

Whether Board Res. No. 30, s. 1993 [*Authorizing the President of Catanduanes State College to Grant Service Credits to Faculty Members for Actual Teaching Overload in lieu of Honoraria, etc.*] is valid.

## Ruling:

The **same is invalid and without force and effect** for being issued in contravention of existing CS policies & intent of RA 8292.

**Honorarium cannot be converted to service leave credits.** “xxx service leave credits are given in exchange for services rendered by teachers during **Saturdays, Sundays, holidays or during school vacations.**”

It is **mandatory** on the part of the government to grant the same to teachers who rendered the afore-mentioned services.

However, **honoraria is given to officials/ employees not as a matter of obligation but in appreciation** for services which admit of no compensation in money.

Thus, it can be safely concluded that **honoraria and service credits belong to different classes of benefits or allowances**, hence, they **cannot be interchanged nor converted** in order to be fully enjoyed by an employee.”



“xxx. It is worth noting that Section 4(a) of Republic Act No. 8292 *[An Act Providing for the Uniform Composition and Powers of the Governing Boards, xxx of Chartered SUCs]*, has clearly stated that the **governing board shall only enact rules and regulations not contrary to law**. Therefore, if a rule or regulation is enacted contrary to existing laws, the same cannot prosper if it was issued in contravention of the intention of the aforementioned section of RA 8292. *[CSC Res, No. 001523, d. June 29, 2000; Tabuzo, Gloria v.]*

# Leave Credits of Local Elective Officials

*(RA 7160 – Local Govt Code of 1991)*

## Leave Credits of Local Officials

- Local elective officials are **entitled to leave privileges** effective May 12, 1983 pursuant to Batas Pambansa 337 and Local Government Code of 1991 (RA 7160).
- Said leave credits shall be **commutative and cumulative.**

## **LGC- Sec. 81. Compensation of Local Officials and Employees**

Elective local officials shall be entitled to the same leave privileges as those enjoyed by appointive local officials, including the cumulation and commutation thereof.

## Article 172. Leave Privileges

- Elective local officials **shall be entitled to the same leave privileges** and such other leave privileges as the law may provide, subject to standards set by CSC, **as those enjoyed by appointive local officials**, including cumulation and commutation thereof.

In the case of Sangguniang Members, considering that their work attendance/service is based on their presence in the council sessions, they **shall earn leave credits based on the number of council session days actually attended** by them computed on a monthly basis.

1.25 days sick leave and  
1.25 vacation leave per month for complete attendance, **regardless of the number of sessions in a month.**

- Accordingly, **any number of approved leave** of a Sanggunian member are to be deducted from his/her **accumulated vacation or sick leave credits**, as the case may be. Moreover, their absence during such session/s, they are still entitled to corresponding leave credits, provided such absence are pursuant to an approved leave with pay.

# **Revised Interim Guidelines on the Use of Leave Credits for Absences Due to Quarantine and/or Treatment Relative to the Coronavirus Disease-2019 (COVID-19)**

*CSC Memorandum Circular No. 08,  
series 2020, dated April 02, 2020*





- ***CSC Memorandum Circular No. 08, series 2020, dated April 02, 2020***

- ❑ Provide for the ***procedure of availment of leave privileges for absences*** incurred in relation to the required ***period of quarantine and/or treatment of public sector officials and employees*** relative to the COVID-19

- Seek to contribute to ***ensuring that precautionary measures are adopted in government agencies*** to avoid the spread of the said virus in the public sector workplace.



- ❑ ***All public sector officials and employees regardless of status of appointment***  
(permanent, temporary, provisional, substitute, coterminous, casual, contractual or fixed term) ***including local elective officials.***



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• ***CSC Memorandum Circular No. 08,  
series 2020, dated April 02, 2020***

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# Guidelines

- ❑ **Each government official/ employee or any individual serving the public sector employs the necessary measures to prevent the spread of the COVID-19 infection in the public sector workplace.**

# Guidelines

- ❑ All officials and employees in the public sector who came from **official or personal travel** from countries with or without localized COVID-19 transmissions shall undergo the required **fourteen (14) calendar days quarantine** in their homes or any appropriate health facility.



# Guidelines

- ❑ All officials and employees from **official or personal local travel** who were categorized as **Person Under Monitoring (PUM)** and **Person Under Investigation (PUI)** shall undergo **fourteen (14) calendar days quarantine** in their homes or any appropriate health facility.

# CATEGORIES



1

Officials and employees coming from ***official or personal travel from countries with or without localized COVID-19 transmissions*** who underwent the required quarantine period and/or treatment for COVID-19

2

Officials and employees coming from ***official or personal local travel from areas under community quarantine*** who underwent the required quarantine period and/or treatment for COVID-19

3

Government officials and employees who ***underwent the required period of quarantine and/or treatment for COVID-19*** due to localized transmissions ***while in the performance of their official functions,*** namely:

a. ***Frontline Service Workers,*** such as:

i

***Public Health Workers*** (doctors, nurses, and other members of the health care team):

ii

***Immigration Officers and Consular Officers:***

iii

***PNP members and barangay officials*** assigned in checkpoints, including ***personnel of PCG, BOC and other agencies assigned as border patrols,*** and

iv

Those who are assigned as ***frontline service workers in all government agencies***

b. Those who are ***under alternative work arrangements***, such as but not limited to ***work-from-home, skeletal workforce, four-day workweek, and staggered working hours***

c. Those who ***had exposure with co-employees who contracted the COVID-19***

4

Government officials and employees ***infected through local transmissions due to personal or non-work related activities***, who:

a. ***Underwent quarantine in public health facility*** for observations; or

b. *went straight to the hospital for treatment and/or advised to go on quarantine* at home because of mild to moderate symptoms.

**Note:** This includes *those living with family member/s* who are either considered *as patient under investigation (PUI) or patient under monitoring (PUM)*.



5

Officials and employees, on *personal travel from countries* with or without localized transmissions **WITHOUT APPROVED TRAVEL AUTHORITY BEFORE OR AFTER** the declaration of **THE STATE OF PUBLIC HEALTH EMERGENCY DUE TO COVID-19** threat, who underwent the required period of quarantine and/or treatment for **COVID-19**

# NATURE OF ABSENCE FROM WORK & APPLICABLE LEAVE OF ABSENCE

- *CSC Memorandum Circular No. 08,  
series 2020, dated April 02, 2020*

Categories	Type of Excused Absence			Leave Application
	14-Day Quarantine	Treatment (w/o Work Suspension)	Treatment (w/ Work Suspension)	
<input type="checkbox"/> <b>C1/C2. On Official Travel (International/Local)</b>	✓	✓	✓	<b>Quarantine and Treatment considered as <i>Excused Absence</i></b>
<input type="checkbox"/> <b>C1/C2. On Personal Travel (International/Local), <i>w/ TA/OO</i></b>	✓	X	✓	<b>Treatment considered as <i>Sick Leave</i>; hence, chargeable against Sick Leave Credits</b>
<input type="checkbox"/> <b>C3. On the Job Performance</b>	✓	✓	✓	<b><i>Excused Absence every instance of Quarantine and Treatment for Repeated Exposure</i></b>
<input type="checkbox"/> <b>C4. On Personal/Non-Work Related Activities</b>	✓	X	✓	<b>Treatment considered as <i>Sick Leave</i>; hence, chargeable against Sick Leave Credits</b>

# Procedure Upon Return To Work

Submit To Agency's HR Office/Unit the following:

1

***Application for Leave of Absence***

2

***Certificate issued by government/private physician*** that he/she has submitted himself/ herself ***for monitoring/ investigation***, as applicable, (***for PUM and PUI***);

3

***Completion of Quarantine Certificate*** issued by the ***local quarantine/health official***, and

# Procedure Upon Return To Work

Submit To Agency's HR Office/Unit the following:

**4** *Medical Certificate* that he/she is cleared *to report back to work*; and

*Medical Records* showing that he/she was treated of the COVID-19 signed by the attending physician (*for those under treatment of COVID-19*).

**NOTE:** They shall only report to work after the lifting of the *"Enhanced Community Quarantine,"* where it is declared safe to return to work.

# Guidelines

- ❑ If employee has exhausted his/her sick leave credits, **use of vacation leave credits in lieu of sick leave credits** shall apply (*Section 56, Omnibus Rules on Leave*).
- ❑ If vacation leave credits have been exhausted, the **employee may apply for sick leave of absence without pay.**

# Guidelines

- ❑ Office heads shall also ensure that **efficiency and productivity work standards are met**, and that **delivery of public service is not prejudiced** during the required quarantine and/or treatment of concerned officials and employees.

Other Documents Required	On Official Business	Personal Travel
Travel Authority (International)	✓	✓
Office Order (International/Local)	✓	X
Certificate of Appearance <i>(Local)</i>	✓	X
Laboratory Test Results	✓	✓
Waiver	X	✓
Other Travel	✓	✓



# Effectivity

- ❑ The Resolution **took effect retroactively** on **March 16, 2020**, the start of the Enhanced Community Quarantine in Luzon, and **shall remain in force** until the **State of Public Health Emergency and the Community Quarantine has been lifted** by the Office of the President.