

Enhanced Leave Administration Course for Effectiveness **(ELACE)**



Day 2

Computation of Leave Credits

Leave of Absence



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 (MC No. 41, s. 1998)

• **Rationale** of Leave Benefits

- **Reward employees for services continuously rendered**
- **Enhance the health and well-being of employees**
- **Provide rest so they could come back to the office with renewed vigor and energy**

Leave of Absence

Anchored on the basic principle that a healthy employee is a productive employee.

Legal Bases

- Omnibus Rules on Leave (Rule XVI of the Omnibus Rules Implementing Book V of EO 292)
- CSC Resolutions
- Memorandum Circulars
- Opinions and Rulings

Entitlement to leave privileges

In general, appointive officials up to the level of heads of executive departments, heads of departments, undersecretaries and employees of the government whether permanent, temporary, or casual, who render work during the prescribed office hours shall be entitled to 15 days vacation and 15 days sick leave annually with full pay exclusive of Saturdays, Sundays, Public Holidays, without limitation as to the number of days of vacation and sick leave that they may accumulate (*Sec. 1 of Rule XVI*).

- ✓ **Part-time Employees**
- ✓ **Local Elective Officials**
- ✓ **Contractual Employees**
- ✓ **Employees Under Probationary Period**
- ✓ **Employees on Rotation Basis**

- Computation of Vacation Leave and Sick Leave shall be made on the basis of *one day vacation leave* and *one day sick leave* for every **24 days** of

ACTUAL SERVICE

using the tables of computations. (*Sec. 27, Rule XVI*)

Actual Service as defined... (Section 28)

is continuous service of official/employee including period/s covered by an approved leave **WITH PAY**

Leave of absence without pay **OTHER THAN ILLNESS**, is **NOT** counted as part of the actual service rendered.

In effect authorized sick leave **WITH** or **WITHOUT** pay **is therefore considered** actual service

ACTUAL SERVICE

	<u>VL Credits</u>	<u>SL Credits</u>
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Vacation Leave with pay	Yes	
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Sick Leave with pay		Yes
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Vacation Leave without pay	No	
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Sick Leave without pay		Yes
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Part-time employees

Employees, including, among others, hospital personnel, whose work schedules are irregular and at times include Saturdays, Sundays, & legal holidays and are instead off-duty on other days, their off-duty days regardless or whether they fall on Sats/Sun/holidays during the period of their leave, are to be **EXCLUDED** in the deduction of the number of days of leave from the earned leave credits of the employee. (Sec. 29)

Sec. 2 Part-time employees

Employees rendering services on part-time basis are entitled to vacation and sick leave benefits proportionate to the number of work hours rendered by. A part-time employee who renders four hours of work five (5) days a week or total of 20 hours a week is entitled to 7.5 days vacation and 7.5 days sick leave annually with full pay.

Sec. 3 Employees on Rotation Basis

Employees on rotation basis shall be entitled to vacation and sick leave corresponding to the periods of service rendered by them. If an employee has been allowed to work in two or more shifts or rotation, the periods of actual service covered by each shift or rotation should be added together to determine the number of years, months and days during which leave is earned.

Computation of Leaves

Employees with irregular work schedule (Sec. 29)

- exclude off-duty days

Employees observing flexible working hours (Sec. 30)

- Only the core working hours shall be deducted from the leave credits
- Deficiency from the 40 hours required work per week is completed

Sec. 25 Five days forced/mandatory leave

All officials and employees with 10 days or more vacation leave credits shall be required to go on vacation leave whether continuous or intermittent for a minimum of five (5) working days annually under the following conditions:

CONDITIONS ON THE GRANT OF FORCED LEAVE (Section 25)

1. Officials and employees with ten (10) days or more vacation leave credits shall be required to go on vacation leave
2. VL whether continuous or intermittent for a minimum of 5 working days annually
3. The head of agency shall prepare a staggered schedule of the mandatory 5- day VL of officials and employees.

CONDITIONS ON THE GRANT OF FORCED LEAVE

4. The prepared schedule shall be in consultation with the employees
5. In the exigency of the service, the head of agency may cancel any previously scheduled leave
6. The mandatory annual 5-day VL shall be forfeited if not taken during the year

CONDITIONS ON THE GRANT OF FORCED LEAVE

7. If cancelled in the exigency of the service, the scheduled leave not enjoyed shall no longer be deducted from the total accumulated VL.
8. Retirement/resignation from the service in a particular year w/o completing the calendar year do not warrant forfeiture of the corresponding leave credits.

CONDITIONS ON THE GRANT OF FORCED LEAVE

9. Accumulated VL of less than 10 days shall have the option to go on FL or not

10. Officials and employees with accumulated VL of 15 days who availed of monetization for 10 days, shall still be required to go on FL

Sec. 4 Leave of Contractual Employees

Contractual employees are likewise entitled to vacation and sick leave credits as well as special leave privileges provided in Section 21.

Sec. 22 Monetization of Leave Credits

Officials & employees in the career & non-career service whether permanent, provisional, temporary or casual, or coterminous, who have

- ***accumulated fifteen (15) days of vacation leave credits*** shall be allowed to monetize a
- ***minimum of ten (10) days***. Provided that
- ***at least five (5) days is retained*** after monetization and provided further that a
- ***maximum of thirty (30) days maybe monetized in a given year***.

COMPUTATION OF MONETIZATION OF LEAVE CREDITS

Monetization – payment in advance under prescribed limits and subject to specified terms and conditions of the money value of leave credits of an employee upon his request without actually going on leave.

Sec. 23 Rule XVI

Monetization of 50% or more of Vacation/Sick Leave Credits

Monetization of **fifty percent (50%) or more** of the accumulated leave credits may be allowed for **valid and justifiable reasons** such as:

- a. Health, medical and hospital needs of the employee and the immediate members of his/her family;
- b. Financial aid and assistance brought about by force majeure events such as calamities, typhoons, fire, earthquake and accidents that affect the life, limb, and property of the employee and his/her immediate family;
- c. Educational needs of the employee and immediate members of his family;
- d. 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;
- e. Other analogous cases as maybe determined by the Commission.

However, an agency may submit a special budget request to DBM for the release of funds for the monetization of leave credits chargeable against the FY 2021 PGF, for reasons of **critical health, medical, and hospital needs of the employee and the immediate members of his/her family.**

Per DBM Circular Letter 2021-4

*The monetization of 50% or more of the accumulated leave credits shall be upon the **favorable recommendation** of the agency head and **subject to availability of funds.***

COMPUTATION OF MONETIZATION OF LEAVE CREDITS

FORMULA:

$$MV = \begin{array}{c} \text{Highest Salary} \\ \text{Received} \end{array} \times \begin{array}{c} \text{No. of days to} \\ \text{be monetized} \end{array} \times \begin{array}{c} \text{Constant Factor} \\ (.0481927) \end{array}$$

Constant Factor was derived from this formula:

365 = days in a year

104 = Saturdays & Sundays in a year

12 = Legal Holidays (Provided by EO 292 and **RA 9849**) in a year

$$\frac{12}{365 - (104 + 12)} = \frac{12}{249} = .0481927$$

COMPUTATION OF MONETIZATION OF LEAVE CREDITS

Exercise:

Ms. Ivana A. Sia, Supervising Adm. Officer has a total of 32 days vacation leave credits as of January 30, 2021. She applied for monetization for 30 days. Presently Ms. Sia is receiving a monthly salary of P65,319.00, her highest.

Compute the money value of her allowable monetization.

$$MV = P65,319.00 \times 27 \times .0481927$$

$$MV = P84,993.27$$

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT _____ 2. NAME : (Last) _____ (First) _____ (Middle) _____

3. DATE OF FILING _____ 4. POSITION _____ 5. SALARY _____

6. DETAILS OF APPLICATION

6.A. TYPE OF LEAVE TO BE AVAILED OF

- Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- Mandatory/Forced Leave (Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- Maternity Leave (R.A. No. 11210 / IRR issued by CSC, DOLE and SSS)
- Paternity Leave (R.A. No. 8187 / CSC MC No. 71, s. 1998, as amended)
- Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- Solo Parent Leave (RA No. 8972 / CSC MC No. 8, s. 2004)
- Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- 10-Day VAWC Leave (RA No. 9262 / CSC MC No. 15, s. 2005)
- Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- Special Leave Benefits for Women (RA No. 9710 / CSC MC No. 25, s. 2010)
- Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended)
- Adoption Leave (R.A. No. 8252)

Others:

6.B. DETAILS OF LEAVE

In case of Vacation/Special Privilege Leave:

- Within the Philippines _____
- Abroad (Specify) _____

In case of Sick Leave:

- In Hospital (Specify illness) _____
- Out Patient (Specify illness) _____

In case of Special Leave Benefits for Women:

(Specify illness) _____

In case of Study Leave:

- Completion of Master's Degree
- BAR/Board Examination Review

Other purpose:

- Monetization of Leave Credits
- Terminal Leave

6.C. NUMBER OF WORKING DAYS APPLIED FOR

_____ INCLUSIVE DATES _____

6.D. COMMUTATION

- Not Requested
- Requested

(Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7.A. CERTIFICATION OF LEAVE CREDITS

As of _____

	Vacation Leave	Sick Leave
Total Earned		
Less this application		
Balance		

(Authorized Officer)

7.B. RECOMMENDATION

- For approval
- For disapproval due to _____
- _____
- _____

(Authorized Officer)

7.C. APPROVED FOR:

_____ days with pay

_____ days without pay

_____ others (Specify)

7.D. DISAPPROVED DUE TO:

(Authorized Official)

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:

1. 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.

2. 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.

3. 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.

4. 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 (CS Form No. 6a), if needed
- Secoded female employees shall enjoy maternity leave with full pay in the recipient agency.

5. Paternity leave – 7 days

Proof of child's delivery e.g. birth certificate, medical certificate and marriage contract

6. 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.

7. 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.

8. 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.

9. 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:
 - a. Barangay Protection Order (BPO) obtained from the barangay;
 - b. Temporary/Permanent Protection Order (TPO/PPPO) obtained from the court;
 - c. 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 PPO has been filed with the said office shall be sufficient to support the application for the ten-day leave; or

- d. In the absence of the BPO/TPO/PPPO or the 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 of the woman employee concerned.

10. 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.

11. 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 peri-operative period (period of confinement around surgery); as well as the employees estimated period of recuperation for the same.

12. 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.

13. 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.

14. Terminal leave*

Proof of employee's resignation or retirement or separation from the service.

15. 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).

Sec. 27. Computation of vacation and sick leave.

- Computation of vacation and sick leave shall be made on the basis of one (1) day vacation leave and one (1) day sick leave for every 24 days of actual service.

(Table I, II, III)

Table II - VL & SL Credits Earned on a Daily Basis

Days	Vacation Leave	Sick Leave
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 - Vacation & Sick Leave Credits Earned on a Daily Basis

Days	Vacation Leave	Sick Leave
15	.625	.625
16	.667	.667
17	.708	.708
18	.750	.750
19	.792	.792
20	.833	.833
21	.875	.875
22	.917	.917
23	.958	.958
24	1.000	1.000
25	1.042	1.042
26	1.083	1.083
27	1.125	1.125
28	1.167	1.167
29	1.208	1.208
30	1.250	1.250

Table I – VL & SL 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	3.75	3.75
4	5.00	5.00
5	6.25	6.25
6	7.50	7.50
7	8.75	8.75
8	10.00	10.00
9	11.25	11.25
10	12.50	12.50
11	13.75	13.75
12	15.00	15.00

**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
30.00	0.00	1.250	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	10.00	20.00	0.417
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
20.00	10.00	0.833	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	0.00	30.00	0.000
15.00	15.00	0.625			

**Table IV- Conversion of Working Hours/
Minutes Into Fractions of a Day**

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

Sec. 28 Actual service

- “Actual service” refers to 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.

Leave of absence without pay for any reason other than illness shall not be counted as part of the actual service rendered. Provided, that in computing the length of service of an employee paid on a daily basis, Saturdays, Sundays or holidays occurring within a period of service shall be considered as service although he did not receive pay on those days inasmuch as his service was not then required.

Sec. 28 Actual service

Fraction of one-fourth or more but less than three-fourth shall be considered as one-half day and a fraction of three-fourths or more shall be counted as one full day for purposes of granting leave of absence.

.250 to .749 = .500 (fraction of $\frac{1}{4}$ but less than $\frac{3}{4}$)

.750 to .999 = 1.00 (fraction of $\frac{3}{4}$ or more as 1 full day)

This provision is applied when an employee shall have the tendency of incurring leave of absence without pay.

Sec. 32. Absence on a regular day for which work Suspension is announced.

Where an official or an employee fails to report for work on a regular day for which suspension of work is declared after the start of regular working hours, he shall **NOT** be considered **ABSENT** for the whole day. Instead, he shall only be deducted leave credits or the amount corresponding to the time when official working hours start up to the time the suspension of work is announced.

Sec. 34 Tardiness and Undertime

- Tardiness and undertime are deducted from vacation leave credits and shall not be charged against sick leave credits, unless the undertime is for health reasons supported by Medical Certificate and application for leave.

COMPUTATION OF TERMINAL LEAVE BENEFITS

Terminal Leave – refers to the money value of the total accumulated leave credits of an employee based on the highest salary rate received prior or upon retirement date/voluntary separation.

Sec. 35. Terminal Leave

- Terminal leave is applied for by an official or an employee who intends to sever his connection with his employer. Accordingly, the filing of application for terminal leave requires as a condition **sine qua non** the employee's resignation, retirement or separation from the service.
- *Public employment has already ceased by whatever mode of separation.*

Sec. 38. Period within which to claim

- Request for payment of terminal leave benefits maybe brought ANY TIME after the employee's separation from government service.
- *CSC Resolution no. 1901392 promulgated on Nov. 18, 2019.*

Sec. 39. Basis of computation of terminal leave

Payment of terminal leave for purposes of retirement or voluntary resignation shall be based on the **highest** monthly salary received at **any time** during his period of employment in the government service and not on his latest salary, unless the latter is the highest received by the retiree.

FORMULA:

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

Where:

TLB = Terminal leave benefits

S = Highest monthly salary received

D = No. of accumulated VL & SL credits

CF = Constant factor is .0481927

COMPUTATION OF TERMINAL LEAVE BENEFITS

Exercise:

Mr. Wilson Willis, HRMO III of DOLE RO8, with a monthly salary of 40,637.00 (highest salary received) is applying for optional retirement effective June 15, 2021, his accumulated leave credits as of that date is 100 VL and 238 SL.

Compute the TLB of Mr. Willis.

COMPUTATION OF TERMINAL LEAVE BENEFITS

FORMULA:

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

$$TLB = P40,637.00 \times 338.00 \times .0481927$$

$$TLB = P661,941.48$$

Sec. 41. Official/employee on terminal leave does not earn any leave credit.

Official/employee on terminal leave does not earn any leave credit as he is already out of the service. While on terminal leave, he merely enjoys the benefits derived during the time of his employment.

Sec. 44. Leave during probationary period.

An employee still on probation may already avail of whatever leave credits he has earned during the said period. Any leave of absence without pay incurred during the the period of probation shall extend the completion thereof for the same number of days of such absence.

Sec. 45. Conversion of Vacation Service Credits to vacation leave and sick leave credits and vice versa.

Teachers and other school personnel on the teachers' leave basis who resigned, retired or are separated from the service through no fault of their own on or after Jan. 16, 1986 shall be paid the money value of their unused vacation service credits converted to vacation and sick leave.

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

Conversion from teaching to non-teaching (VSC to VL & SL)

FORMULA:

$$VL \ \& \ SL \ * \ = \ \frac{30Y / 69}{2}$$

Where:

30 = Number of days in a month

Y = Total number of teachers
Vacation Service Credits

69 = 58 days of summer vacation
plus 11 days Christmas
vacation.

**No. of days derived shall be divided equally into
Vacation and sick leave.*

Conversion from non-teaching to teaching (VL & SL to VSC)

FORMULA:

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

Where:

Y = total no. of service credits

30 = no. of days in a month

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

Exercise 1:

Mr. Fernando Fernandez transferred from DPWH to LNHS as Teacher I effective February 1, 2020. His accumulated leave credits as of January 31, 2020 are as follows:

$$VL = 50 \quad SL = 85$$

**Compute his Vacation Service Credits
as of February 1, 2020.**

Answer: (Non-teaching to teaching)

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

$$Y = \frac{50 + 85}{30} \times 69$$

Y = 310.50

**The total no. of vacation service credits of
Mr. Fernandez as of February 1, 2020 is
310.50**

Exercise 2:

On January 4, 2021 Mr. Fernando Fernandez decided to return DPWH and was reappointed as Admin Officer V effective Feb. 1, 2021.

His total VSC as of Jan. 31, 2021 is 280.

Compute his Vacation and Sick leave Credits as of February 1, 2021.

Answer: (Teaching to non-teaching)

formula $VL \ \& \ SL = \frac{30Y / 69}{2}$

:

$$VL \ \& \ SL = \frac{30 (280) / 69}{2}$$

$$= \frac{121.739}{2}$$

The VL and SL of Mr. Fernandez on Feb. 1, 2021:

$$VL = 60.869$$

$$SL = 60.869$$

Sec. 49. Period within which to act on leave application.

Whenever the application for leave of absence, including terminal leave, is not acted upon by the head of agency **or his authorized representative**, within five (5) working days after receipt thereof, the application for leave of absence shall be **deemed approved**.

Sec. 56. Leave without pay.

All absences of an official or employee in excess of his accumulated vacation or sick leave credits earned shall be without pay. To compute the salary of employee who incur LWOP in a given month use the formula[^]:

$$\text{Salary} = \frac{\text{No. of days paid status}^*}{22 \text{ days}} \times \text{Monthly Salary}$$

*No. of days paid status refers to 22 days less no. of days without pay