

WHAT EVERY EMPLOYEE SHOULD KNOW:

LEAVE OF ABSENCE -a right granted to employees not to report for work **with** or **without pay** as may be provided by law and as the rules prescribe in Rule XVI of Executive Order No. 292.

PROCEDURES IN THE FILING, PROCESING AND APPROVAL OF LEAVE APPLICATIONS

1. Employees are required to file their leave applications using CSC Form No. 6 which should be fully accomplished in **duplicate original copies**, whenever they go on leave of absence.
2. The supervisor **recommends** the approval or disapproval of the application.
3. The authorized official **approves** the application following the rules on delineation of functions/delegation of authority.
4. The Personnel Division **processes** the application, including certification as to leave balance.
5. A copy of the processed application is released to the employee concerned every end of the month and the other one is retained at the Personnel Division for file.

LEAVE ADMINISTRATION

- Employees who render work during the prescribe hours are entitled to **15 days** vacation leave and **15 days** sick leave credits annually or **1.25 daysvacation and sick leave credits** monthly, with full pay.
- Application for leave of absence except for emergency sick leave shall be filed in advance, whenever possible, five (5) days before the effectivity of leave.
- Application for leave for **thirty (30) calendar days** or more shall be accompanied by an

Office Clearance from money and property accountabilities.

- Employees who are **absent without approved** leave shall **not be entitled to receive their salary** corresponding to the period of their unauthorized leave of absence.
- Employees who are**continuously absent without approved leave for at least thirty (30) working days** shall be considered **AWOL** and shall be separated from the service or dropped from the rolls without prior notice.

They shall, however, be informed at their last known address appearing on their 201 files of their separation from the service, not later than five (5) days from its effectivity.

- If the number of unauthorized absences is **less than thirty (30) days**, a written **Return-to-Work Order** shall be served to them at their last known written address on record.

Failure on theirpart to report for work within the period stated in the Order shall be a valid ground for dropping them from the rolls.

TYPES OF LEAVE

SICK LEAVE (SL) –granted on account of sickness or disability of the employees or any member of their family (parents, brothers, sisters, children, spouse and even house help who are living with the employees).

- Application for sick leave shall be filed upon return to work.
- Application for sick leave filed in advance, or exceeding five (5) days shall be accompanied by a medical certificate.
- Approved sick leave submitted to the Personnel Division later than the **6th working day** after the

leave of absence shall be deducted from the employee's salary.

VACATION LEAVE(VL)–granted to employee for personal reasons, the approval of which is contingent upon the necessities of the service.

- Vacation leave without pay is considered a gap in the service.

FIVE (5) DAYS FORCED/MANDATORY LEAVE(FL)

- Employees with ten (10) days or more vacation leave shall be required to go on vacation leave whether continuous or intermittent for a minimum of five (5) working days annually.
- Forced leave shall be forfeited if not taken during the year. However, if the Secretary cancelled the scheduled leave in the exigency of the service, the same shall no longer be deducted from the total accumulated vacation leave.
- Those with accumulated vacation leave of less than ten (10) days shall have the option to go on forced leave or not. However, officials and employees with accumulated vacation leave of fifteen (15) days who availed of monetization for ten (10) days resulting in five (5) days vacation leave, shall still be required to go on forced leave.

SPECIAL PRIVILEGE LEAVE (SPL) –leave of absence which may be availed of for a maximum of three (3) days annually to mark special milestones and/or attend to filial and domestic emergencies such as birthday, anniversary, mourning, PTA meetings, etc.

- SPL is non-cumulative and non-convertible to cash.
- SPL on emergency cases shall be filed within the day upon return to work, and the



supervisor/office should be informed of the reason of availing such leave.

MATERNITY LEAVE (ML) – Every woman in the government service who has rendered an aggregate of two (2) or more years of service, shall in addition to the vacation and sick leave granted her, be entitled to maternity leave of sixty (60) calendar days with full pay.

PATERNITY LEAVE (PL)

- Every married male employee is entitled to paternity leave of seven (7) working days for each of the first four (4) deliveries of his legitimate spouse.
- It is non-cumulative and non-convertible to cash.

PARENTAL LEAVE (SOLO PARENT ACT)- seven (7) days leave of absence granted to a parent who has the sole custody and responsibility of the child and who has rendered at least one (1) year of service regardless of employment status.

- In order to avail of the Parental Leave, the solo parent shall submit to the Personnel Division the Solo Parent Identification Card or Certification issued/validated by the DSWD within the month of January every year.

REHABILITATION LEAVE—granted to employees for disability on account of injuries sustained while in the performance of duty.

- The duration, frequency and terms of availing this leave shall be based on the recommendation of the medical authority i.e. may be half day basis, intermittent schedule or less than six (6) months, but not to exceed six (6) months and their absences shall not be deducted from the sick and vacation leave credits.

TEN (10) DAYS LEAVE(VIOLENCE AGAINST WOMEN AND THEIR CHILDREN ACT OF 2004)– Any woman employee in the government service, regardless of employment status and/or whose child is a victim of violence and whose age is below eighteen (18) or

above eighteen (18), but unable to care of oneself, is entitled to avail of the ten (10) days leave.

- It may be on a continuous or intermittent manner to cover the days they have to attend to medical and legal concerns.

SPECIAL LEAVE BENEFITS FOR WOMEN– Any female employee shall be entitled to special leave of a **maximum of two (2) months with full pay** based on her gross monthly compensation, provided she has rendered at least six (6) months aggregate service in any or various government agencies for the last twelve (12) months prior to undergoing surgery for gynaecological disorder.

- The special leave may be availed for every instance of gynaecological disorder requiring surgery

Gynaecological Disorder – refers 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.

STUDY LEAVE –a time-off from work not exceeding six (6) months with pay for the purpose of assisting qualified employees to prepare for their bar or board examinations to complete their master’s degree.

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

SPECIAL EMERGENCY LEAVE – 5-day leave granted to those employees directly affected by natural calamities and disasters. (Office Order No. 2012-02)

Prepared by :
The Personnel Division
Unit 45 & 46, 4th Floor, The Columbia Tower, Ortigas Avenue, Mandaluyong City

For more information, please refer to
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