

PROCEDURES FOR THE AVAILMENT OF THE REHABILITATION LEAVE FOR JOB-RELATED INJURIES

1. The employee or any member of his/her family shall first make a letter of application, addressed to the proper approving authority per delineation of functions/delegation of authorities together with the duly accomplished CSC Form No. 6 (leave application), and shall submit the same to the Department Physician within one (1) week from the time of accident, except when longer period is warranted.
2. The letter-request shall be supported by relevant report, i.e. police report, if any, and medical certificate on the nature of the injury, the course of treatment involved and the need to undergo rest, recuperation and rehabilitation as the case may be.
3. Rehabilitation leave application for more than thirty (30) days shall be supported with the **Office Clearance**.
4. The Department Physician shall immediately evaluate and submit her recommendation to the concerned approving authority through the Personnel Division. The latter shall transmit the same to the concerned approving authority.
5. Submission of request with incomplete documents shall warrant denial of the grant of benefits.
6. Upon approval /disapproval by the concerned official, the same shall be released to the Personnel Division for further processing/action.
7. A copy of the approved application together with the above-cited documents will be released by the Personnel Division to the employee concerned. The other one is retained at the Personnel Division for file.