

**PROCEDURES FOR THE AVAILMENT OF THE SPECIAL LEAVE BENEFITS FOR  
WOMEN (UNDER REPUBLIC ACT 9710, MAGNA CARTA OF WOMEN)**

1. The employee shall accomplish CSC Form No. 6 (Leave Application) in two (2) original copies and submit the same to the Director for Administrative Service through the Personnel Division for evaluation as to the completeness of the required documents, and processing as to certification of the available leave credits.

The leave application shall be accompanied by a medical certificate filled out by the proper medical authorities, e.g. attending surgeon together with the following:

- clinical summary reflecting the gynaecological disorder which shall be addressed or was addressed by the said surgery;
  - the hispathological 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 employee's estimated period of recuperation for the same.
2. Upon evaluation of the application for special leave benefit, the Personnel Division shall transmit the same to the Department Physician for evaluation/recommendation.
  3. 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 recommending/approving officials.
  4. Upon approval by the concerned official of the application, the same shall be released to the Personnel Division.
  5. A copy of the approved application shall be released by the Personnel Division to the concerned employee while the other copy together with the above-cited documents shall be retained at the Personnel Division for file.
  6. The application for special leave benefits may be applied in advance, that is, at least five (5) days prior to the scheduled date of the gynaecological surgery that will be undergone by the employee. The rest of the requirements shall be attached to the medical certificate upon the employees return to work.

This advance notice would give the proper authorities ample time and means to prevent disruption of the operations of work unit during the absence of the employee and to address the exigency of the services of the office.

7. In instances when a qualified female employee undergoes an emergency surgical procedures, the said leave application shall be filed immediately upon the employee's return from such leave together with the required documents.
8. Upon the employee's return to work, she shall also present a medical certificate signed by her attending surgeon that she is physically fit to assume the duties of her position.