



MC No. 06, s. 1999

MEMORANDUM CIRCULAR

TO : ALL HEADS OF DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL AND LOCAL GOVERNMENT UNITS INCLUDING GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS AND STATE UNIVERSITIES

SUBJECT: *Expanded Coverage of Special Leave Privileges provided for in CSC MC 6 and 20 of 1996 & CSC MC No. 41, s. 1998*

CSC Resolution No. 99-0595, s. 1999 caused the amendment of Section 21 of CSC Memorandum Circular No. 41, s. 1998 in order to effect the equitable availment of special leave privileges to all qualified sectors of the bureaucracy, regardless of civil status and personal circumstances.

The amendment reads as follows:

Sec. 21. Special leave privileges. - *In addition to the vacation, sick, maternity and paternity leave, officials and employees with or without existing Collective Negotiation Agreement (CNA), except teachers and those covered by special leave laws, are granted the following special leave privileges subject to the conditions hereunder stated:*

- a) *Personal milestones* such as *birthdays/wedding/wedding anniversary celebrations and other similar milestones, including death anniversaries.*
- b) *Parental obligations* such as *attendance in school programs, PTA meetings, graduations, first communion; medical needs, among others, where a child of the government employee is involved.*
- c) *Filial obligations* to cover the employee's moral obligation toward his parents and siblings for their medical and social needs.
- d) *Domestic emergencies* such as *sudden urgent repairs needed at home, sudden absence of a yaya or maid, and the like.*

- e) Personal transactions to cover the entire range of transactions an individual does with government and private offices such as paying taxes, court appearances, arranging a housing loan, etc.
- f) Calamity, accident hospitalization leave pertain to force majeure events that affect the life, limb, and property of the employee or his immediate family.
 - 1. An employee can still avail of his birthday or wedding anniversary leave if such occasion falls on either a Saturday, Sunday or Holiday, either before or after the occasion.
 - 2. Employees applying for special privilege leaves shall no longer be required to present proof that they are entitled to avail of such leaves.
 - 3. Three-day limit for a given year shall be strictly observed: an employee can avail of one special privilege leave for three (3) days or a combination of any of the leaves for maximum of three days in a given year. Special leave privileges are non – cumulative and strictly non – convertible to cash.
 - 4. Immediate family in Rule I (Definition of Terms) refers to spouse, children, parents, unmarried brothers and sisters or any relative living under the same roof or dependent upon the employee for support.

This amendment shall take effect immediately.


CORAZON ALMA G. DE LEON
Chairman

9 March 1999

AsCom-S

ndo/ASCom/office/veo/mca/pic

Re: Amendments to Section 21, CSC MC 41, s. 1998

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RESOLUTION NO. 990595

WHEREAS, the Civil Service Commission is empowered to prescribe, amend, and enforce rules and regulations to carry into effect the provisions of the Civil Service Law;

WHEREAS, in line with its rule - making power, the Commission issued CSC Memorandum Circular Nos. 6 and 20 on special leave privileges;

WHEREAS, said provision was incorporated in CSC Memorandum Circular No. 41, s. 1998 entitled *Amendments to Rules I and XVI of the Omnibus Rules Implementing Book V of the Administrative Code of 1987*;

WHEREAS, ten (10) occasions are enumerated in that section that would entitle an employee to the special leave privileges, i.e.,

funeral/mourning/mourning leave	calamity leave
hospitalization leave	graduation leave
accident leave	enrolment leave
relocation leave	wedding' anniversary leave
government transaction leave	birthday leave

WHEREAS, there have been repeated requests to revise the existing rules for more equity in availment taking into account the needs and circumstances of all the qualified sectors;

WHEREAS, the Commission feels that the perceived inequity in the availment of special leave privileges must be corrected within the framework of the government's thrust to humanize the bureaucracy and in keeping with the spirit of equal access to opportunities and equal protection of laws;

WHEREAS, the Commission is in a continuing mission to update rules and regulations it promulgates for a more dynamic and responsive bureaucracy.

WHEREFORE, Section 21 of MC 41, s. 1998 shall be amended as follows:

Sec. 21. Special leave privileges. - In addition to the vacation, sick, maternity and paternity leave, officials and employees with or without existing Collective Negotiation Agreement (CNA), except teachers and those covered by special leave laws, are granted the following special leave privileges subject to the conditions hereunder stated:

- a) Personal milestones such as birthdays/wedding/wedding anniversary celebrations and other similar milestones, including death anniversaries.
- b) Parental obligations such as attendance in school programs, PTA meetings, graduations, first communion; medical needs, among others, where a child of the government employee is involved.
- c) Filial obligations to cover the employee's moral obligation toward his parents and siblings for their medical and social needs.
- d) Domestic emergencies such as sudden urgent repairs needed at home, sudden absence of a *yaya* or maid, and the like.
- e) Personal transactions to cover the entire range of transactions an individual does with government and private offices such as paying taxes, court appearances, arranging a housing loan, etc.
- f) Calamity, accident, hospitalization leave pertain to *force majeure* events that affect the life, limb, and property of the employee or his immediate family.
 - 1. An employee can still avail of his birthday or wedding anniversary leave if such occasion falls on either a Saturday, Sunday or Holiday either before or after the occasion.
 - 2. Employees applying for special privilege leaves shall no longer be required to present proof that they are entitled to avail of such leaves.

3. *Three-day limit for a given year shall be strictly observed: an employee can avail of one special privilege leave for three (3) days or a combination of any of the leaves for maximum of three days in a given year. Special leave privileges are non – cumulative and strictly non – convertible to cash.*
4. *Immediate family in Rule I (Definition of Terms) refers to spouse, children, parents, unmarried brothers and sisters or any relative living under the same roof or dependent upon the employee for support.*

This amendment shall take effect immediately.

Quezon City; MAR 08 1999


CORAZON ALMA G. DE LEON
Chairman


THELMA P. GAMINDE
Commissioner


JOSE F. ERESTAIN, JR.
Commissioner

Attested by:


ARIEL G. RONQUILLO
Director III