

[CSC MEMORANDUM CIRCULAR NO. 36, December 29, 1994]

AMENDMENT NO. 1 OF SECTION 3, RULE XVI (LEAVE OF ABSENCE) OF THE OMNIBUS RULES IMPLEMENTING BOOK V OF E.O. NO. 292 AND OTHER PERTINENT CIVIL SERVICE LAWS (EMPLOYEES RENDERING SERVICES ON PART-TIME BASIS)

Pursuant to CSC Resolution No. 94-7044 dated December 28, 1994, Section 3, Rule XVI (Leave of Absence) of the Omnibus Rules Implementing Book V of E.O. 292 is hereby amended to read as follows:

"Employees rendering services on part-time basis are entitled to vacation and sick leave benefits proportionate to the number of work hours rendered. A part-time employee who renders four (4) hours of work five (5) days a week or a total of 20 Hours a week is entitled to 7.5 days vacation leave and 7.5 days sick leave annually with full pay. However, the leave benefits herein provided maybe availed of only after the employee has rendered at least six (6) months service in the aggregate without a single absences of more than one week and/or several absences from one to three days the total of which should not exceed 15 days.

This Memorandum Circular shall take effect immediately.

Adopted: 29 Dec. 1994

(SGD.) PATRICIA A. STO. TOMAS
Chairman



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