

**[CSC MEMORANDUM CIRCULAR NO. 14 S. 1999,
August 23, 1999]**

**ADDITIONAL PROVISIONS AND AMENDMENTS TO CSC
MEMORANDUM CIRCULAR NO. 41, 1998**

In line with the thrust of the Commission to make the bureaucracy more dynamic and responsive, CSC Resolution No. 99-1885, s. 1999 authorized certain additions and modifications to the existing leave rules, otherwise known as CSC Memorandum Circular No. 41, s. 1998. These amendments, which are in bold capital letters, provide as follows:

Section 1. Entitlement to leave privileges. — In general, appointive officials UP TO THE LEVEL OF HEADS OF EXECUTIVE DEPARTMENTS, HEADS OF DEPARTMENTS, UNDERSECRETARIES and employees of the government whether permanent, temporary, or casual, who render work during the prescribed office hours, shall be entitled to 15 days vacation and 15 days sick leave annually with full pay exclusive of Saturdays, Sundays, Public Holidays, without limitation as to the number of days of vacation and sick leave that they may accumulate.

Section 4. Leave of Contractual Employees. — CONTRACTUAL EMPLOYEES ARE LIKEWISE ENTITLED TO VACATION AND SICK LEAVE CREDITS AS WELL AS SPECIAL LEAVE PRIVILEGES PROVIDED IN SECTION 21 HEREOF.

Section 5. Leave Credits of local elective officials. — Local elective officials ARE entitled to leave privileges effective May 12, 1983 pursuant to Batas Pambansa 337 AND LOCAL GOVERNMENT CODE OF 1991 (RA 7160). SAID LEAVE CREDITS SHALL BE COMMUTATIVE AND CUMULATIVE.

Section 10. Leave credits of officials and employees covered by special leave laws.

- (a) Justices of the Supreme Court, Court of Appeals and Sandiganbayan;
- (b) Judges of Regional Trial Courts, Municipal Trial Courts, Metropolitan Trial Court, Court of Tax Appeals and Shari'a Circuit Court; and Shari'a District Court.
- (c) Chairmen and Commissioners of Constitutional Commissions;
- (d) Filipino officials and employees in the Foreign Service;
- (e) Faculty members of state universities and colleges PURSUANT TO SECTION 4 (H) OF THE HIGHER EDUCATION MODERNIZATION ACT OF 1997 (RA 8292). HOWEVER, IN THE ABSENCE OF SUCH SPECIFIC PROVISIONS, THE GENERAL LEAVE LAW AND THESE RULES SHALL BE APPLICABLE;

(f) Other officials and employees covered by special laws.

Hence, *MEMBERS OF THE JUDICIARY* and other government officials and employees covered by special laws should promulgate their own implementing rules relative thereto. Said implementing rules should be submitted to the Civil Service Commission for record purposes.

Section 11. Conditions for the grant of maternity leave. — Married women in the government service who have rendered an aggregate of two (2) or more years of service, shall, in addition to the vacation and sick leave granted them, be entitled to maternity leave of sixty (60) calendar days with full pay.

IN THE CASE OF THOSE IN THE TEACHING PROFESSION, MATERNITY BENEFITS CAN BE AVAILED OF EVEN IF THE PERIOD OF DELIVERY OCCURS DURING THE LONG VACATION, IN WHICH CASE, BOTH THE MATERNITY BENEFITS AND THE PROPORTIONAL VACATION PAY SHALL BE RECEIVED BY THE TEACHER CONCERNED.

Maternity leave of those who have rendered one (1) year or more but less than two (2) years of service shall be computed in proportion to their length service, provided, that those who have served for less than one (1) year shall be entitled to 60-day maternity leave with half pay.

It is understood that enjoyment of maternity leave cannot be deferred but IT should be AVAILED OF EITHER BEFORE OR AFTER the actual period of delivery in a continuous and uninterrupted manner, not exceeding 60 calendar days.

Section 14. Married women may go on maternity leave for less than sixty (60) days. — When an employee wants to report back to duty before the expiration of her maternity leave, she may be allowed to do so provided she presents a medical certificate that she is physically fit to assume the duties of her position.

The commuted money value of the unexpired portion of the leave need not be refunded and that when the employee returns to work before the expiration of her maternity leave, she may receive both the benefits granted under the maternity leave law and the salary for actual services rendered effective the day she reports BACK for work.

THE FORMULA OF COMPUTATION FOR THIS PURPOSE IS AS FOLLOWS:

MONTHLY SALARY RATE

SALARY = ----- x ACTUAL NO. OF DAYS WORKED

22 DAYS

Section 20. Paternity Leave. — non-cumulative/non-commutative. Paternity leave of seven (7) days shall be non-cumulative and strictly non-convertible to cash. The same may be enjoyed EITHER in a continuous or in an intermittent manner by the employee on the days immediately before, during or after the childbirth or miscarriage of his legitimate spouse.

Section 27. Computation of vacation leave and sick leave. — Computation of vacation and sick leave shall be made on the basis of one day vacation leave and one day sick leave every 24 days of actual service using the tables of computations as follows:

Table I

VACATION AND SICK LEAVE CREDITS EARNED ON A MONTHLY BASIS

NUMBER OF MONTH/S	VACATION LEAVE EARNED	SICK LEAVE EARNED
1	1.25	1.25
2	2.50	2.50
3	3.75	3.75
4	5.00	5.00
5	6.25	6.25
6	7.50	7.50
7	8.75	8.75
8	10.00	10.00
9	11.25	11.25
10	12.50	12.50
11	13.75	13.75
12	15.00	15.00

TABLE II

VACATION AND SICK LEAVE CREDITS EARNED ON A DAILY BASIS

No. of Day/s	Vacation Lave Earned	Sick Lave Earned
1	.042	.042
2	.083	.083
3	.125	.125
4	.167	.167
5	.208	.208
6	.250	.250
7	.292	.292
8	.333	.333
9	.375	.375
10	.417	.417
11	.458	.458
12	.500	.500
13	.542	.542
14	.583	.583
15	.625	.625
16	.667	.667
17	.708	.708
18	.750	.750
19	.792	.792
20	.833	.833

21	.875	.875
2	.917	.917
23	.958	.958
24	1.000	1.000
25	1.042	1.042
26	1.083	1.083
27	1.125	1.125
28	1.167	1.167
29	1.208	1.208
30	1.250	1.250

TABLE III
LEAVE CREDITS EARNED IN A MONTH BY OFFICIAL/EMPLOYEE
WITHOUT ANY VACATION LEAVE CREDITS LEFT

No. of days Present	No. of Days on Leave w/o Pay	Leave Credits Earned	No. of days Present	No. of Days on Leave w/o Pay	Leave Credits Earned
30.00	0.00	1.250	14.50	15.50	0.604
29.50	0.50	1.229	14.00	16.00	0.583
29.00	1.00	1.208	13.50	16.50	0.562
28.50	1.50	1.188	13.00	17.00	0.542
28.00	2.00	1.167	12.50	17.50	0.521
27.50	2.50	1.146	12.00	18.00	0.500
27.00	3.00	1.125	11.50	18.50	0.479
26.50	3.50	1.104	11.00	19.00	0.458
26.00	4.00	1.083	10.50	19.50	0.437
25.50	4.50	1.063	10.00	20.00	0.417
25.00	5.00	1.042	9.50	20.50	0.396
24.50	5.50	1.021	9.00	21.00	0.375
24.00	6.00	1.000	8.50	21.50	0.354
23.50	6.50	0.979	8.00	22.00	0.333
23.00	7.00	0.958	7.50	22.50	0.312
22.50	7.50	0.938	7.00	23.00	0.292
22.00	8.00	0.917	6.50	23.50	0.271
21.50	8.50	0.896	6.00	24.00	0.250
21.00	9.00	0.875	5.50	24.50	0.229
20.50	9.50	0.854	5.00	25.00	0.208
20.00	10.00	0.833	4.50	25.50	0.187
19.50	10.50	0.813	4.00	26.00	0.167
19.00	11.00	0.792	3.50	26.50	0.146
18.50	11.50	0.771	3.00	27.00	0.125
18.00	12.00	0.750	2.50	27.50	0.104
17.50	12.50	0.729	2.00	28.00	0.083
17.00	13.00	0.708	1.50	28.50	0.062
16.50	13.50	0.687	1.00	29.00	0.042
16.00	14.00	0.667	0.50	29.50	0.021
15.50	14.50	0.646	0.00	30.00	0.000
15.00	15.00	0.625			

TABLE IV
CONVERSION OF WORKING HOURS/MINUTES INTO FRACTIONS OF A DAY

HOURS	EQUIVALENT DAY
1	.125
2	.250
3	.375
4	.500
5	.625
6	.750
7	.875
8	1.000

MINUTES	EQUIV. DAY	MINUTES	EQUIV. DAY
1	.002	31	.065
2	.004	32	.067
3	.006	33	.069
4	.008	34	.071
5	.010	35	.073
6	.012	36	.075
7	.015	37	.077
8	.017	38	.079
9	.019	39	.081
10	.021	40	.083
11	.023	41	.085
12	.025	42	.087
13	.027	43	.090
14	.029	44	.092
15	.031	45	.094
16	.033	46	.096
17	.035	47	.098
18	.037	48	.100
19	.040	49	.102
20	.042	50	.104
21	.044	51	.106
22	.046	52	.108
23	.048	53	.110
24	.050	54	.112
25	.052	55	.115
26	.054	56	.117
27	.056	57	.119
28	.058	58	.121
29	.060	59	.123
30	.062	60	.125

Section 30. Computation of leave for employees observing flexible working hours. Employees observing flexible working hours who render less than the usual eight (8) hours of work per day but complete the forty (40) hours of work in a week, shall be deducted from their leave credits only the number of hours required to be served for a day but which was not served. Any absence incurred must be charged in proportion to the number of hours required for a day's work. THE NUMBER OF HOURS TO BE SERVED FOR A DAY REFERS NOT TO THE EIGHT (8) REGULAR HOURS BUT TO THE NUMBER OF HOURS COVERED BY THE COREHOURS PRESCRIBED IN THE AGENCY CONCERNED.