

Leave Type	Requirements for eligibility	Date of Filing	Documents needed to submit	No of days entitled
VACATION leave	Depends on the Leave credit balances	Five (5) days in advance prior to the effective date of leave	Prescribed CSC Form no. 6, revised 2020 (Application for leave form)	Depends on the available balances
FORCED/ MANDATORY leave	Balance of TEN(10) days or more VL	Five (5) days in advance prior to the effective date of leave	Application for leave form	Five (5) days - continuous or intermittent
SICK Leave	On account of SICKNESS of the EMPLOYEE and IMMEDIATE family members	Immediately upon the employee's return	<ul style="list-style-type: none"> • Application for leave form • CSC Medical Certificate form if 5 days or more 	Depends on the available balances of SL and VL

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SICK Leave	To undergo medical examination/ Operation with scheduled date	ADVANCED Application (prior to the scheduled of operation)	<ul style="list-style-type: none"> Application for leave CSC Medical Certificate form 	Depends on the recommendation/ medical certificate issued by the attending physician
SPECIAL leave Privileges (<i>non-cumulative leave</i>)	*Maybe granted after the Probationary period (6months continuous service) *Granted to mark personal milestones and/or attend to filial and domestic responsibilities	<ul style="list-style-type: none"> Personal milestone - One (1) week before Other reasons under this leave can be filed 1 day after 	Prescribed CSC Form no. 6, revised 2020 (Application for leave)	Maximum of THREE (3) days annually

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MATERNITY leave (Expanded Maternity law)	Granted to a qualified FEMALE public servant in every instance of pregnancy	<ul style="list-style-type: none"> 30 days either after or before the delivery, whenever possible 	<ul style="list-style-type: none"> Prescribed CSC Form no. 6, revised 2020 CSC Medical Certificate Clearance certificate 	<ul style="list-style-type: none"> ONE hundred FIVE (105) days (<i>live birth</i>) SIXTY (60) days (<i>miscarriage</i>)
ALLOCATION of Maternity leave (PATERNITY leave)	Granted to Child's Father, <u>whether or not the same is Married to the female worker</u>	<ul style="list-style-type: none"> Must be availed ONLY within the maternity period of the spouse May be filed immediately, during or after the childbirth or miscarriage 	<ul style="list-style-type: none"> Prescribed CSC Form no. 6, revised 2020 Notice of Allocation of Maternity Leave (<i>CSC form no. 6a, s. 2020</i>) 	SEVEN (7) working days

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PATERNITY leave (Regular Paternity leave)	Granted to <u>MARRIED</u> Male Employees	<ul style="list-style-type: none"> May be filed immediately, during or after the childbirth or miscarriage Must be availed ONLY within the maternity period of the spouse 	Prescribed CSC Form no. 6, revised 2020	SEVEN (7) working days
PARENTAL/ SOLO PARENT leave	<ul style="list-style-type: none"> Any Individual who is left with responsibility of parenthood. Solo parent who has rendered service of at least ONE (1) year Validated Solo parent ID from DSWD 	<ul style="list-style-type: none"> May be filed either before or after the leave 	<ul style="list-style-type: none"> Prescribed CSC Form no. 6, revised 2020 	<ul style="list-style-type: none"> SEVEN (7) working days annually

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STUDY Leave	<ul style="list-style-type: none"> • Graduated a bachelor's degree • Must have completed all the academic requirements for a master's degree • Field of study must be relevant to the agency/ to the position • Must be PERMANENT employee • Must have no pending Administrative or Criminal charges • At least TWO(2) years of service with at least <u>Very Satisfactory performance</u> for the last TWO (2) ratings periods immediately preceding the application • Must not have any current foreign or local scholarship grant • Must have FULFILLED the service obligation of any previous scholarships and training contract 	Should be filed in ADVANCE	<ul style="list-style-type: none"> • Duly notarized Training Agreement (Contract) • Prescribed CSC Form no. 6, revised 2020 (Application for leave) • Approved Letter of request from MCC 	NOT to exceed <u>SIX (6) months</u>

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ADOPTION leave	SIMILAR as of the Maternity and Paternity leave	SAME as of the Maternity and Paternity leave	<p>IF AVAILED BEFORE PETITION FOR ADOPTION IS GRANTED</p> <p>❖ Applications should be accompanied by an authenticated copy of the Pre- Adoptive Placement Authority issued by the DSWD</p> <p>IF AVAILED AFTER PETITION FOR ADOPTION IS GRANTED</p> <p>❖ Applications should be accompanied by authenticated copy of the Decree of Adoption issued by the proper court;</p>	<p><i>The grant of leave shall be available <u>ONLY ONCE</u> during the whole adoption process, provided, the adoptee or the adopted child is below seven (7) years of age as of:</i></p> <p>➤ The date the child is placed with the adoptive parents</p> <p>➤ The date the application for maternity or paternity leave is filed</p>

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VAWC Leave <i>(Non-cumulative and not convertible to cash)</i>	<ul style="list-style-type: none"> For WOMEN who have been a victim of violence 	<ul style="list-style-type: none"> <i>May be applied for before the actual leave of absence or immediately upon return from such leave</i> <i>May be availed of in a continuous or intermitent manner</i> 	<ul style="list-style-type: none"> Barangay Protection Order (BPO) Temporary/Permanent Protection Order (TPO/PPO) - from the courts <p>ALTERNATIVE Documents:</p> <ul style="list-style-type: none"> <i>If the protection order is not yet issued, a certification of the Punong Barangay or Kagawad or prosecutor or clerk of court that an application has been filed</i> 	<u>10</u> days of paid leave of absence to WOMEN government employees who are victims of violence

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REHABILITATION leave	All personnel with permanent, temporary, casual or contractual appointments, including those with fixed terms of office	<ul style="list-style-type: none"> Should be made within ONE (1) week from the time of the accident 	<ul style="list-style-type: none"> Letter of Request Prescribed CSC Form no. 6, revised 2020 (Application for leave form) Medical Certificate 	Maximum period of <u>six (6) months</u> for wounds and/or injuries sustained while in the performance of official duties.

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SPECIAL leave for WOMEN	<ul style="list-style-type: none"> Female public sector employees Rendered 6 months aggregate services <i>in any or various government agencies for the last twelve(12) months prior to undergoing surgery for gynecological disorders.</i> 	<p><i>may be applied for:</i></p> <ul style="list-style-type: none"> <i>in advance, that is, at least 5 days prior to the scheduled date of the gynecological surgery that will be undergone by the employee.</i> <i>Can be filed IMMEDIATELY upon return during emergency surgical procedures.</i> 	<ul style="list-style-type: none"> Prescribed CSC Form no. 6, revised 2020 (Application for leave form) Medical Certificate Fit to Work from the attending physician 	<ul style="list-style-type: none"> <i>Maximum of two (2) months with full pay</i> <p>MINOR: maximum period of recuperation of two (2) weeks</p> <p>MAJOR: minimum period of recuperation of three (3) weeks to a maximum period of two (2) months</p>

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SPECIAL CALAMITY/ EMERGENCY LEAVE	<ul style="list-style-type: none"> May be availed of by the directly affected government employees 	within 30 days from the first day of calamity declaration	<ul style="list-style-type: none"> Prescribed CSC Form no. 6, revised 2020 (Application for Leave Form) 	May be applied for 5 straight days or on staggered basis
COVID-19 TREATMENT LEAVE	Granted to Employees who have been infected with with Covid-19 virus	<ul style="list-style-type: none"> May be filed after the treatment period of an employee 	<ul style="list-style-type: none"> Prescribed CSC Form no. 6, revised 2020 (Application for Leave) RTPCR results Qurantine Cert. Fit to work cert. 	SEVEN (7) working days