



REPUBLIC OF THE PHILIPPINES

PROVINCE OF CEBU

CITY OF NAGA

LEAVE TYPE LIST

No	Leave Type	Leave Description
1	Sick Leave	granted on account of sickness or disability of the employees or any member of their family (parents, brothers, sisters, children, spouse and even house help who are living with the employees).
2	Vacation Leave	granted to employee for personal reasons, the approval of which is contingent upon the necessities of the service.
3	Service Incentive Leave	
4	Maternity Leave	Every woman in the government service who has rendered an aggregate of two (2) or more years of service, shall in addition to the vacation and sick leave granted her, be entitled to maternity leave of sixty (60) calendar days with full pay
5	Paternity Leave(Solo Parent Act)	seven (7) days leave of absencegranted to a parent who has the sole custody and responsibility of the child and whohas rendered at least one (1) year of service regardless of employment status.
6	Parental Leave	
7	Rehabilitation Leave	granted to employees for disability on account of injuries sustained while in the performance of duty.
8	Study Leave	a time-off from work not exceeding six (6) months with pay for the purpose of assisting qualified employees to prepare for their bar or board examinations to complete their master's degree.
9	Special Privilege Leave	leave of absence which may be availed of for a maximum of three (3) days annually to mark special milestones and/or attend to filial and domestic emergencies such as birthday, anniversary, mourning, PTA meetings, etc.
10	Magna Carta Leave	
11	Terminal Leave	refers to the money value of the total accumulated leave credits of an employee based on the highest salary ratereceived prior to or upon retirement date/voluntary separation.
12	Special Emergency Leave	5-day leave granted to those employees directly affected by natural calamities and disasters.
13	Violation Against Women and Children -VAWC Leave	
14	Forced/Mandatory Leave	Employees with ten (10) days or more vacation leave shall be required to go on vacation leave whether continuous or intermittent for a minimum of five (5) working days annually.
15	Others	
16	MM/dd/yy	MM/dd/yy
17	SL	Sick Leave
18	VL	Vacation Leave