
 <div style="text-align: center;"> OSPITAL NG PARAÑAQUE  </div>		Document Code: OSPAR-ADM-HR-0001
ADMINISTRATIVE DIVISION APPROVAL MATRIX		Issue Date:
Policy Title: POLICY ON LEAVE		Section / Department HUMAN RESOURCE SECTION
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		Approved by: Jefferson R. Pagsisihan, MD, MHM Hospital Director

OBJECTIVES: This policy aims to develop awareness on the types of leave and on how to avail it.

COVERAGE: This policy covers all personnel of Ospital ng Parañaque.



RESPONSIBILITIES:

1. It shall be the responsibility of this office to screen and check all Applications for Leave. It is also the responsibility of this office to forward all leave applications to the Hospital Director for approval.
2. It shall be the responsibility of each Section Head to initial Application for Leave forms of their staff.
3. It shall be the responsibility of the employee to specify clearly the number of days of filed leave and to pass it on time to avoid late filing.

POLICY: This policy when implemented shall ensure a smooth process of filing leaves resulting to well-informed personnel on the Civil Service rules on leaves and attendance. *Implemented since 1978 up to present adopting amendments of E.O. 292 Rule XVI.*

A. Vacation Leave refers to leave of absence granted to officials and employees for personal reasons, the approval of which is contingent upon the necessities of the service.

Entitlement to Leave Privileges – Appointive officials and employees of the government; whether permanent, temporary or casual; who render during the prescribed office hours, shall be entitled to **15 days** of vacation leave and **15 days** of sick leave annually, with full pay, exclusive of weekdays and public holidays without limitation as to the number of days of vacation and sick leave that they may accommodate.

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Procedures:

1. Leave forms are available at this office; prepare it in duplicate.
2. All Applications for Leave shall be countersigned first by the Section Head concerned.
3. It shall be the responsibility of this office to forward all screened and checked Applications for Leave to the Hospital Director for approval.
4. No Forced Leave and Vacation Leave in December.
5. For those will be spending their vacations abroad:
 - a. Request letter to the Hospital Director.
 - b. Authority to Travel approved by Mayor; to be attached to application for leave form
 - c. Letter of recommendation of the Hospital Director for the approval of the Mayor.
6. Clearance is required for one (1) month or more leave of absences.

****tardiness and undertime are deducted on **vacation leave** credits.



B. Sick Leave refers to leave of absence granted only on account of sickness or disability on the part of the employee concerned or any member of his immediate family.

- **Immediate Family:**

Married - spouse, unmarried children, parents
 Single - unmarried siblings and parents

Procedures:

1. Forms are available at this office; prepare in duplicate.
2. Sick leave shall be filed upon resumption to duty. Two (2) days of sick leave or more shall require a medical certificate. All personnel shall inform/notify their immediate supervisor of their emergency leave or sick leave; notifications made by telephone operator will not be accepted.

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3. Notified sick leave on weekends, next to schedule day-off, and holidays shall be accompanied by a medical certificate from a licensed Physician.

C. **Maternity leave** refers to leave of absence granted to female government employees legally entitled in addition to vacation leave and sick leave.

REPUBLIC ACT No. 11210



An Act Increasing the Maternity Leave Period to One Hundred Five (105) Days for Female Workers With an Option to Extend for an Additional Thirty (30) Days Without Pay, and Granting an Additional Fifteen (15) Days for Solo Mothers, and for Other Purposes

Section 3. Grant of Maternity Leave – All covered female workers, regardless of civil status or the legitimacy of her child, shall be granted one hundred five (105) days with full pay and an option to extend for an additional thirty days (30) days provided that in case the worker qualifies as a solo parent under Republic Act No. 8972, or the “Solo Parents’ Welfare Act” the worker shall be granted an additional fifteen (15) days maternity leave with full pay.

Enjoyment of Maternity Leave cannot be deferred but should be availed of either before or after the actual period of delivery in a continuous and uninterrupted manner, not exceeding one hundred five (105), as the case may be.

This shall be granted in every instance of pregnancy, miscarriage or emergency termination of pregnancy, regardless of frequency provided that for cases of miscarriage or emergency termination of pregnancy, sixty (60) days maternity leave with full pay shall be granted.

Section 4. Any pregnant female worker in the government service regardless of employment status shall be granted a maternity leave of one hundred five (105) days with full pay regardless if the delivery was normal or caesarian provided that in case the employee qualifies as

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a solo parent under Republic Act No, 8972, or the “Solo Parents’ Welfare Act” the employee shall be paid an additional maternity benefit of fifteen (15) days. An additional maternity leave of thirty (30) days without pay can be availed of at the option of the

Female worker: provided further that the head of the agency shall be given due notice in writing at least forty-five (45) days before the end of her maternity leave, provided finally that no prior notice shall be necessary in the event of a medical emergency but subsequent notice shall be given to the head of agency. Maternity leave of sixty (60) days with full pay shall be granted for miscarriage or emergency termination of pregnancy.

Section 5.

Allocation of Maternity Leave Credits – Any female worker entitled to maternity leave benefits as provided for herein, may at her option allocate up to seven (7) days of said benefits to the child’s father in where or not the same is married to the female worker provided that in the death, absence or incapacity of the former, the benefit may be allocated to an alternate caregiver who may be a relative within the fourth degree of consanguinity or the current partner of the female worker sharing the same household upon the election of the mother taking into account the best interests of the child; provided further that written notice thereof is provided to the

employers of the female worker or the caregiver provided furthermore that this benefit is over and above that which provided under Republic Act No. 8187 or the “Paternity Leave Act of 1996”; provided finally that in the event the beneficiary female worker dies or is permanently incapacitated, the balance of her maternity leave benefits shall accrue to the father of the child or to a qualified caregiver as provided.

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Requirements:

1. Application for Maternity Leave
2. Marriage Contract (if applicable)
3. Medical Certificate
4. Birth Certificate
5. Certification (last day of Reporting for work)
6. Money and Property Clearance (to be requested at City Hall General Services Office and Accounting Office)



D. Paternity Leave refers to the privilege granted to a married male employee allowing him not to report for work for seven (7) days while continuing to earn the compensation therefore on the condition that his legitimate spouse has delivered a child or suffer miscarriage.

Section 19. Conditions for the grant of Paternity Leave – every male employee is entitled to paternity leave of seven (7) working days for the first four (4) deliveries of his legitimate spouse with whom he is cohabiting.

Section 20. Paternity Leave (Non-Cumulative/Non-Commutative) – Paternity of seven (7) days shall be non-cumulative and strictly non-convertible to cash.

E. Special Privilege Leave refers to leave of absence which officials and employees may avail of for a maximum of three (3) days annually over and above the vacation, sick, maternity and paternity leaves to mark personal milestones and/or attend to filial and domestic responsibilities.

Section 21. **Special Leave Privileges** – in addition to the vacation, sick, maternity and paternity leave, officials and employees with or without existing or approved **Collective Negotiation Agreement**

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(CNA), except teachers, and those covered by special leave laws, are granted the following special leave privileges subject to the conditions hereunder stated: *Funeral/Mourning Leave, Graduation Leave, Enrollment Leave, Relocation Leave, Wedding Anniversary, Government Transaction Leave, Birthday Leave, Calamity Leave, Hospitalization Leave, Accident Leave*



- That the official/employee may be granted a maximum of three (3) days within a calendar year of any or combination of special leave privileges of his choice which he would opt to avail;
- That such privileges shall be non-cumulative and commutative;
- That the official/employee shall submit the application for the said special leave privileges for at least five (5) working days prior to its availment.
- Special leave privileges may be availed of by the official/employee when the occasion is personal to him and that of his immediate family.
- Those during the month of December only permanent occasion such as Birthdays and Anniversaries are allowed. When the occasion falls on a Saturday, Sunday and Holiday, this can be filed either before or after the exact date. Likewise, no vacation leave is allowed during this month.

F. Force Leave/Mandatory Leave

Section 25. Five (5) days of Force Leave/Mandatory Leave – All officials and employees with 10 days or more vacation leave credits shall be required to go on vacation leave whether continuous or intermittent for a minimum of five (5) working days annually under the following conditions:

The head of agency shall, upon prior consultation with the employees, prepare a staggered schedule of the mandatory five – day vacation leave of officials and employees, provided that he may, in the exigency of the services, cancel any previously schedule leave.

- The mandatory annual five-day vacation leave shall be forfeited if not taken during the year. However, in cases where the scheduled leave has been cancelled in the exigency of the service by the head of the agency.



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- The scheduled leave not enjoyed shall no longer be deducted from the total accumulated vacation leave.
- So as not to hamper services, filing of vacation leave especially in the month of November is pre-arranged. An advance schedule for vacation leave is required; for submission in the 1st quarter.
- Retirement and resignation from the service in a particular year without completing the calendar year do not warrant forfeiture of the corresponding leave credits if concerned employees opted not to avail of the required five-day mandatory vacation leave.
- Employees with accumulated vacation leave of less than ten (10) days shall have the option to go on forced leave or not. However, officials and employees with accumulated vacation leave of 15days who have availed of monetization for 10days, under Section 22 hereof, shall still be required to go on forced leave.
 - Schedule of Forced Leave in advance.
 - No forced leave in December.

G. Rehabilitation Leave for Job-Related Injuries

Guidelines:

- A. Officials and employees may be entitled to Rehabilitation Privilege for maximum period of (6) months for wounds and/or injuries sustained while in the performance of official duties. The duration, frequency and terms of availing of this privilege shall be based on the recommendation of medical authority.
- B. Performance of duty means situations wherein the official or employee was already at work and meets an accident while engaged in activities inherent to the performance of his/her duties, including being on official business outside his/her work station, official travel, authorized overtime, detail order, and special assignment orders.
- C. It shall not be deducted from the accumulated sick or vacation leave. However, official or employee on Rehabilitation Leave do not earn and accumulate vacation and sick leave credits.

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H. Special Leave Benefits for Women – Republic Act. No. 9710. Magna Carta of Women

Guidelines:

- I. Any female public sector employee, regardless of age and civil status, shall be entitled to a special leave of a maximum of two months with full pay based on her gross monthly compensation, provided she has rendered at least six (6) months aggregate service in any or various government agencies for the last twelve (12) months prior to undergoing surgery for gynecological disorders. The special leave may be availed for every instance of gynecological disorder requiring surgery for a maximum of two (2) months per year.
- II. Generally, availment of the said special leave benefits shall be in accordance with the attached **List of Surgical Operations for Gynecological Disorders** (Annex A of Guidelines on the Availment of the Special Leave Benefits for Women Under R.A 9710 – Act of
- III. Providing for the Magna Carta of Women) which reflects among others, the estimated periods of recuperation from surgery due to the specific gynecological disorder.



I. **Solo Parent's Welfare Act of 2000. An Act of Providing Benefits and Privileges to Solo Parents and their Children.**

Section 8.

Parental Leave – In addition to leave privileges under existing laws, parental leave of not more than seven (7) days every year shall be granted to any solo parent employee who has rendered service of at least one (1) year.

Procedure:

The employee is required to obtain Solo Parental ID from the DSWD.

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Section 49. Period within which to act on leave application. Whenever the application for leave of absence, including terminal leave, is not acted upon by the head of agency or his duly authorized representative within five (5) working days after receipt thereof, the application for leave of absence shall be deemed approved.

Section 50. Effect of Unauthorized Leave - An official/employee who is absent without approved leave shall not be entitled to receive his salary corresponding to the period of his unauthorized leave of absence. It is understood, however, that his absence shall no longer be deducted from his accumulated leave credits.

Date of Implementation:

This policy is being implemented since 1978 by virtue of E.O. 292 of 1987, and amended as per M.C. issued in 1998.

Date of Review:

Reviewed every two (2) years or as deemed necessary.