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MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



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10 June 2021

CUSTOMS MEMORANDUM CIRCULAR
NO. 118-2021

To: The Assistant Commissioner
All Deputy Commissioners
All Directors and Division Chiefs
All District/Port Collectors
And Others Concerned

SUBJECT: CSC Memorandum Circular No. 5 s. 2021 (Amendment to Omnibus Rules on Leave) Maternity Leave, Paternity Leave and Adoption Leave.

Attached is the Civil Service Commission Memorandum Circular No. 5 s. 2021, with the subject, Amendment to Omnibus Rules on Leave (CSC MC No. 41, s. 1998 as amended).

For your information and guidance.

For record purposes, please confirm the dissemination of this circular throughout your offices within fifteen (15) days from receipt hereof.

REY LEONARDO B. GUERRERO

Commissioner

JUN 14 2021



BOC-03-10542



MC No. 5, s. 2021

MEMORANDUM CIRCULAR

TO : ALL HEADS OF CONSTITUTIONAL BODIES; DEPARTMENTS, BUREAUS, AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS; GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS; AND STATE UNIVERSITIES AND COLLEGES

SUBJECT : Amendment to Omnibus Rules on Leave (CSC MC No. 41, s. 1998, as amended)

Pursuant to **CSC Resolution No. 2100020** promulgated on **07 January 2021**, the Commission amended Items (p), 8 to 10 and 15 to 25, Rule I and Sections 11 to 20, Rule XVI of the Omnibus Rules Implementing Book V of Executive Order (E.O.) No. 292, also known as the Omnibus Rules on Leave (CSC MC No. 41, s. 1998, as amended), which cover the provisions of the civil service rules on maternity leave¹, paternity leave² and adoption leave³ and prescribed the use of the revised Application for Leave⁴ (CS Form No. 6, Revised 2020) and the Notice of Allocation of Maternity Leave⁵ (CS Form No. 6a, s. 2020), as follows:

**"RULE I"
"COVERAGE AND DEFINITION OF TERMS"**

"(p.) The following terms used in Rule XVI shall be construed as follows:

X X X

- "8. *Pregnancy* refers to the period from the conception up to the time before actual delivery or birth of a child, miscarriage or emergency termination of pregnancy.**
- "9. *Maternity leave* refers to the leave of absence for pregnant female government employees for one hundred five (105) days with full pay, to provide them with ample transition time to regain health and**

¹ Pursuant to RA No. 11210 or the 105-Day Expanded Maternity Leave Law.

² Pursuant to RA No. 8187 or the Paternity Leave Act Of 1996.

³ Pursuant to RA No. 8552 or the Domestic Adoption Act of 1998.

⁴ Annex A

⁵ Annex B

⁶ An erratum was published in the Daily Tribune on 22 April 2021: "Due to error in transcription, the numbering on pages 3 (items 17 to 25) and 4 (items 17 to 21), Rule I (Coverage and Definition of Terms), CSC Resolution No. 2100020 dated 7 January 2021 (Amendment to the Omnibus Rules on Leave [CSC MC No. 41, s. 1998, as amended]) should have read as items 15 to 25 and items 15 to 19 respectively."

Bawat Kawani, Lingkod Bayani

overall wellness as well as assume maternal roles before resuming paid work.⁷

- "10. **Paternity Leave** refers to the leave of absence for married male government employees for seven (7) days with full pay, to enable them to lend care and support to their legal spouses before, during and after childbirth as the case may be and assist in rearing of the newborn child.

x x x

- "15. **Additional maternity leave benefits** refers to the additional maternity leave benefit of 15 days with full pay on top of the 105-day maternity leave benefit for a female employee who qualifies as solo parent under the Solo Parents' Welfare Act of 2000.
- "16. **Extended maternity leave** refers to the additional maternity leave of up to thirty (30) days without pay, or with pay charged against sick or vacation leave credits, which the female employee may avail of in case of live childbirth to extend the one hundred five (105)-day expanded maternity leave, provided that a written notice is submitted to the agency head at least forty-five (45) days before the end of maternity leave.
- "17. **Allocation of maternity leave credits** refers to the option of female employee to allocate a maximum of seven (7) days of the one hundred five (105)-day expanded maternity leave to the child's father or, in case of his death, absence or incapacity, to an alternate caregiver.
- "18. **Pre-natal care** refers to the portion of the maternity leave of not more than forty-five (45) calendar days prior to delivery when female worker may be placed on full bed rest or bed rest throughout most of their pregnancy if they have a high-risk pregnancy.⁸
- "19. **Post-natal care** refers to the portion of the maternity leave of not less than sixty (60) calendar days after delivery to allow the female worker to rest and recuperate from child delivery as well as to provide her an opportunity to breastfeed and bond with her newborn child.
- "20. **Permanent incapacity** refers to complete physical, mental or psychological deficiency, disability or illness which renders a parent incapable of complying with parental obligations, as certified by a competent medical practitioner.

⁷ Maternity leave of sixty (60) days, with full pay, shall be granted for miscarriage or emergency termination of pregnancy.

⁸ <https://americanpregnancy.org/pregnancy-complications/bed-rest/>

- "21. **Adoption leave** refers to leave of absence granted to a government employee (adoptive parent) to provide an opportunity to develop bonding with the adoptee who is below seven (7) years of age.
- "22. **Adoptive parent/adopter** refers to a male or female government employee who is qualified to adopt under Section 7 of the Domestic Adoption Act of 1998, who shall undergo supervised trial custody and/or has obtained a decree of adoption from the court.
- "23. **Pre-Adoptive Placement Authority (PAPA)** refers to the notice of approval from the Regional Director of the Department of Social Welfare and Development (DSWD) on the placement of the adoptee to the prospective adoptive parents from which the supervised trial custody shall commence. (Sections 22 and 23, Article V, IRR of R.A. No. 8552)
- "24. **Government employee** refers to a person in government service who, in accordance with existing laws, rules and regulations, hold public office by virtue of an appointment issued by the proper appointing officer/authority or by way of election in National Government Agencies (NGAs), Local Government Units (LGUs), Government-Owned or -Controlled Corporations (GOCCs) with original charters, State Universities and Colleges (SUCs), or Local Universities and Colleges (LUCs).
- "25. **Employment status** refers to the status of appointment. It may be permanent, temporary, provisional, coterminous, fixed term, substitute, casual or contractual.

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"RULE XVI
"LEAVE OF ABSENCE

X X X

"Sec. 11. Grant of Maternity Leave. - Every female employee in the government service, regardless of her civil status, employment status, length of service and legitimacy of the child, in addition to her vacation and sick leave credits earned, shall be granted one hundred five (105) days maternity leave with full pay for live childbirth regardless of the mode of delivery, whether normal or caesarian.

"For cases of miscarriage or emergency termination of pregnancy, maternity leave of sixty (60) days with full pay shall be granted.

"The female employee shall give prior notice to the authorized officer of her agency of her pregnancy and her availment of maternity leave at least

thirty (30) days in advance, whenever possible, specifying the effectivity of the leave. Civil Service (CS) Form No. 6, Revised 2020, shall be used in filing maternity leave application with medical certificate.

"In case the female employee qualifies as a solo parent under R.A. No. 8972 or the "Solo Parents' Welfare Act of 2000", she shall be granted an additional maternity leave of fifteen (15) days with full pay.

"Female teachers may also avail of the maternity leave benefits even during long vacations, i.e., summer and Christmas vacations, in which case, both the maternity leave benefits and the proportional vacation pay (PVP) shall be granted.

"Maternity leave shall be non-cumulative and non-commutative (non-convertible to cash). The enjoyment of maternity leave cannot be deferred but part of it may be availed of on or before the actual date of delivery in a continuous and uninterrupted manner.

"Sec. 12. Extended Maternity Leave. – In case of live childbirth, the female worker has the option to extend her maternity leave for an additional thirty (30) days without pay, or use her earned sick leave credits for extended leave with pay. In case the sick leave credits are exhausted, the vacation leave credits may be used.

"Due notice must be in writing and must be submitted to the authorized officer of her agency or the authorized official at least forty-five (45) days before the end of the female worker's maternity leave. However, no prior notice shall be necessary in the event of a medical emergency but subsequent notice shall be given to the authorized official.

"The above period of extended maternity leave without pay shall not be considered as gap in the service.

"Sec. 13. Frequency of the Grant of Maternity Leave. - Maternity leave shall be granted to a female employee in every instance of pregnancy, regardless of frequency.

"In case of overlapping benefit claims, the female employee shall be granted maternity benefits for the two contingencies in a consecutive manner.

"The female employee shall be paid only one maternity leave benefit, regardless of the number offspring, per childbirth/delivery.

"Sec. 14. Tenure of Female Employee Availing the Expanded Maternity Leave. - The availment of maternity leave shall not be used as basis for the diminution or reduction in rank, status or salary of the female employee or termination of her employment.

"Sec. 15. Maternity Leave After Termination of Employment. – Maternity leave with full pay shall be granted even if the childbirth, miscarriage or emergency termination of pregnancy occurs not more than fifteen (15) calendar days after the termination of employee's service as her right thereto has already accrued.

"However, in case of illegal termination of employment, the prescriptive period of fifteen (15) calendar days shall not apply and the female employee shall be paid, based on her salary, the full amount of the one hundred five (105) days maternity leave for live childbirth or sixty (60) days for miscarriage or emergency termination of pregnancy, as the case may be.

"Sec. 16. Maternity Leave of Employee with Pending Administrative Case. – Maternity leave benefits shall be enjoyed by the female employee even if she has a pending administrative case.

"Pending administrative case refers to a period while the case is pending investigation and resolution. It includes the period of preventive suspension and pending appeal with the Civil Service Commission.

"In case the female employee delivers a child while under preventive suspension or serving the penalty of suspension, she will be allowed to enjoy the maternity leave from the date of delivery, miscarriage or emergency termination of pregnancy until the full enjoyment of the said leave. In such case, she shall be required to serve the unexpired portion of her suspension.

"However, a female employee who delivers a child after a decision in an administrative case, finding her guilty with a penalty of dismissal from the service, became final and executory shall not be entitled to maternity leave.

"Sec. 17. Allocation of Maternity Leave Credits. – A female employee may avail of the option to allocate up to seven (7) days of her maternity leave to the child's father, whether or not she is married to him. The allocated leave is over and above the seven (7)-day paternity leave benefit under R.A. No. 8187 or the "Paternity Leave Act of 1996".

"In case of death, absence or incapacity of the child's father, the female employee may allocate to an alternate caregiver who may be a relative within the fourth degree of consanguinity or current partner sharing the same household, taking into account the best interest of the child.

"The allocated leave may be enjoyed by the child's father or the alternate caregiver either in a continuous or in an intermittent manner not later than the period of the maternity leave availed of.

"The allocation of maternity leave shall only be available to the child's father or alternate caregiver who are employed either in the public or private sector.

"The option to allocate is not applicable to maternity leave in cases of miscarriage and emergency termination of pregnancy.

"Civil Service (CS) Form No. 6a, s. 2020 shall be used as notice of allocation of maternity leave and shall be submitted to the authorized officer of the agency with the filled out Application for Leave form (CS Form No. 6, Revised 2020) and proof of relationship.

"In the event the female employee dies or is permanently incapacitated, the balance of her maternity leave benefits, if any, shall accrue to the child's father or the alternate caregiver, subject to the following conditions:

- "(a) That the maternity leave benefits have not yet been commuted to cash; and*
- "(b) That a certified true copy of the death certificate or medical certificate or abstract are presented to the agencies/employers of both the female employee and child's father or alternate caregiver.*

"In case full pay has been given to the female employee, the child's father or alternate caregiver, as the case may be, shall only be excused from work (leave without pay). Such leave without pay by the child's father or alternate caregiver shall not be considered as a gap in the service.

"Sec. 18. Dispute Resolution. – *Any dispute, controversy or claim arising out of or relating to the payment of maternity leave with full pay shall be filed by the concerned female employee initially to the head of agency and may be appealed to the Civil Service Commission (CSC) Regional Office having jurisdiction over the agency, and to the Commission Proper, respectively. The agency shall not hold or delay the payment of full pay to the female employee pending the resolution of the dispute, controversy or claim.*

"Sec. 19. Grant of Paternity Leave. – *Every married male employee in the government service shall be entitled to paternity leave of seven (7) working days with full pay for the first four (4) deliveries, whether childbirth or miscarriage, of his legitimate spouse with whom he is cohabiting.*

"The first of the four (4) deliveries shall be reckoned from the effectivity of the Paternity Leave Act on July 15, 1996.

"A male employee with more than one (1) legal spouse shall be entitled to avail of paternity leave for an absolute maximum of four (4) deliveries regardless of whoever among his spouses deliver.

"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 and after the delivery of his legitimate spouse, but not later than the period of the maternity leave availed of by the spouse.

"A married male employee shall be entitled to paternity leave by accomplishing and filing the Application for Leave form (CS Form No. 6, Revised 2020) within reasonable period, e.g., one (1) week, prior to the expected delivery except in cases of miscarriage and abnormal deliveries. Approval of the leave application shall be mandatory on the part of the approving authority unless the services of the male employee are urgently needed to preserve life and property in which case the male employee shall be entitled to overtime pay.

"Any employee who has availed of the paternity leave may be required to furnish his office a certified true copy of his marriage contract, birth certificate of the newborn child, medical certificate with pathology report in case of miscarriage duly signed by the attending physician or midwife showing the actual date of delivery.

Sec. 20. Grant of Adoption Leave. – A female government employee, regardless of her civil status and employment status, and length of service who qualifies as an adoptive parent under R.A. No. 8552 or the "Domestic Adoption Act of 1998" and whose prospective adoptee is below seven (7) years of age as of placement, shall be qualified to avail adoption leave of sixty (60) days with full pay, which leave shall be enjoyed in a continuous and uninterrupted manner. If she is married, her legitimate spouse (government employee) can avail of adoption leave of seven (7) days with full pay which shall be enjoyed in a continuous or in an intermittent manner.

"A single male government employee, regardless of employment status and length of service who qualifies as an adoptive parent under R.A. No. 8552 and whose adoptee is below seven (7) years of age as of placement, shall be entitled to adoption leave of sixty (60) days with full pay, which leave shall be enjoyed in a continuous and uninterrupted manner. The same privilege may also be enjoyed by a married male employee with an unemployed (wife) spouse.

"Adoption leave shall provide an opportunity for the prospective adoptee and the adoptive parent/s to develop bonding similar to that between a child and his/her biological parents.

"Application for adoption leave shall be filed using Civil Service (CS) Form No. 6, Revised 2020, and accompanied by an authenticated copy of the Pre-Adoptive Placement Authority issued by the Department of Social Welfare and Development (DSWD), if the leave will be availed of before the grant of petition for adoption.

"If adoption leave is availed after the grant of the petition for adoption, the application for leave shall be accompanied by the authenticated copies of the Decree of Adoption issued by the proper court."

In addition, the Commission adopted the following guidelines:


1. Qualified female employees who gave live childbirth or suffered miscarriage and emergency termination of pregnancy upon the effectivity of R.A. No. 11210 on 11 March 2019 but were only granted less than what is stipulated under the new law, shall be entitled to one hundred five (105) days or sixty (60) days with full pay, as the case may be. Concomitantly, they may resume their remaining maternity leave and receive unpaid maternity leave benefits due them, provided that they notify their agency/office heads in writing using the Application for Leave form (CS Form No. 6, Revised 2020). Female employees whose sick or vacation leave credits were deducted following the application of the old maternity leave law, rules and regulations, shall be entitled to restoration of the same.
2. All employees shall use the prescribed revised Application for Leave Form (Civil Service Form No. 6, Revised 2020) with the Instructions and Requirements found in Annex A and the Notice of Allocation of Maternity Leave (CS Form No. 6a, s. 2020) found in Annex B as applicable.
3. The use of CS Form No. 41 for leave application shall be discontinued. Consequently, employees may secure a medical certificate issued by a government or non-government physician in whatever form in support of their application for leave, provided that the medical certificate bears complete details of the physician (e.g. name and PRC/license, PTR and S2 numbers), the employee, and the employee's condition/state of health.

The following CSC issuances relative to maternity and paternity leave have been amended accordingly:

- CSC Memorandum Circular No. 14, s. 1999 (*Additional Provisions and Amendments to CSC Memorandum Circular No. 41, 1998*)
- CSC Memorandum Circular No. 22, s. 2002 (*Amendment of Section 11, Rule XVI of the Omnibus Rules Implementing Book V of the Administrative Code of 1987*)
- CSC Memorandum Circular No. 13, s. 2004 (*Clarification on Maternity Leave Policies*)
- CSC Memorandum Circular No. 1, s. 2018 (*Amendment to Section 20 of the Omnibus Rules on Leave on the Period Within Which to Avail of Paternity Leave*)

Consequently, the provisions of CSC Memorandum Circular No. 8, s. 2003 (Amendment to Section 24 of CSC MC No. 41, s. 1998 on Computation on Leave Monetization and Reiteration of Policy on Maternity Leave) have been **repealed**.

CSC Resolution No. 2100020 shall take effect on 24 April 2021 or after fifteen (15) days from its publication in the Daily Tribune on 08 April 2021, provided that the amendment to the rules on maternity leave shall apply to female employees who gave live childbirth, suffered miscarriage or emergency termination of pregnancy from the effectivity date of Republic Act No. 11210 on 11 March 2019.


ALICIA dela ROSA-BALA
Chairperson

28 April 2021

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CMC NO - 118- 2021 p. 10



**EXPANDED MATERNITY LEAVE;
PATERNITY LEAVE; ADOPTION LEAVE;
MEDICAL CERTIFICATE FOR LEAVE FORM;
NEW APPLICATION FOR LEAVE FORM; NOTICE
OF ALLOCATION OF MATERNITY LEAVE FORM**
Re: **Amendment to Omnibus Rules on Leave
(CSC MC No. 41, s. 1998, as amended)**

Number : 2100020

Promulgated : 07 January 2021

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RESOLUTION

WHEREAS, Section 3, Article IX-B of the 1987 Philippine Constitution mandates the Civil Service Commission (CSC) as the central personnel agency of the Government to *“establish a career service and adopt measures to promote morale, efficiency, integrity, responsiveness, progressiveness, and courtesy in the civil service. It shall strengthen the merit and rewards system, integrate all human resources development programs for all levels and ranks, and institutionalize a management climate conducive to public accountability. x x x”*

WHEREAS, Commonwealth Act No. 647 or An Act To Grant Maternity Leave To Married Women Who are in the Service of the Government or of Any of Its Instrumentalities, as amended, was enacted on June 14, 1941 which, in addition to the vacation and sick leave privileges, grants sixty (60) days maternity leave to female employees in the government service with conditions;

WHEREAS, the Commission issued CSC MC No. 2, s. 1985 prescribing the “Guidelines on the Filing of Application for Vacation Leave of Absence” including the revision of CSC Form No. 6, s. 1968, known as the “Application for Leave” form into CSC Form No. 6, Revised 1984;

WHEREAS, Section 12 (2), Chapter 3, Title I (A), Book V of Executive Order No. 292 or the Administrative Code of 1987 empowers the CSC to prescribe, amend and enforce rules and regulations for carrying into effect the provisions of the Civil Service Law and other pertinent laws;

WHEREAS, Section 60, Chapter 8, Title I (A) of E.O. No. 292, on Leave of Absence, provides that *“Officers and employees in the Civil Service shall be entitled to leave of absence, with or without pay, as may be provided by law and the rules and regulations of the Civil Service Commission in the interest of the service.”*

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WHEREAS, the Omnibus Rules Implementing Book V of the Administrative Code of 1987 or E.O. No. 292 was published on January 15, 1992 wherein Rule XVI thereof provides for the rules on leave of absence;

WHEREAS, Republic Act No. 8187 or the Paternity Leave Act of 1996, enacted on June 11, 1996, grants married male employees seven (7) days of paternity leave for the first four (4) deliveries, whether childbirth or miscarriage, of their legitimate spouse, and the implementing rules of which was issued by the CSC and the Department of Health (DOH) through Joint CSC-DOH Memorandum Circular (MC) No. 1, s. 1996;

WHEREAS, Republic Act No. 8552 or the Domestic Adoption Act of 1998, enacted on February 25, 1998, and its Implementing Rules and Regulations (IRR) issued by the Department of Social Welfare and Development (DSWD), grant adoptive parents the maternity and paternity benefits which biological parents enjoy if the adoptee is below seven (7) years of age as of the date the child is placed with the adoptive parents through the Pre-Adoptive Placement Authority issued by the Department of Social Welfare and Development (DSWD);

WHEREAS, Republic Act No. 11210 or the 105-Day Expanded Maternity Leave Law, enacted on February 21, 2019 and took effect on March 11, 2019, grants one hundred five (105) days maternity leave benefits for female workers for live childbirth, sixty (60) days in cases of miscarriage and emergency termination of pregnancy including stillbirth, additional fifteen (15) days maternity leave for solo parent mothers, option to extend maternity leave up to thirty (30) days with or without pay, and option to allocate up to seven (7) days of the maternity leave to the child's father;

WHEREAS, in compliance with Section 19 of R.A. No. 11210, the Civil Service Commission (CSC), the Department of Labor and Employment (DOLE) and the Social Security System (SSS) issued the *Implementing Rules and Regulations (IRR) of the 105-Day Expanded Maternity Leave Law* on May 1, 2019;

WHEREAS, reports have been recently received showing that there are female employees who are qualified for maternity leave benefits under R.A. No. 11210 but were granted maternity leave applying the old maternity leave law and rules and were required to report back to work during the period of maternity leave, since at that time, the Implementing Rules and Regulations of R.A. No. 11210 has yet to be issued;

WHEREAS, a number of inquiries have been received on whether a female adoptive parent in the government service is entitled to maternity benefits, to which the Commission answered in the affirmative and ruled that a female adoptive parent may avail of adoption leave of sixty (60) days applying Section 12 of R.A. No. 8552, Section 34 of its IRR and Section 11 of the Omnibus Rules on Leave in suppletory character¹;

WHEREAS, while the intent of R.A. No. 11210 is to grant maternity leave benefits to biological mothers only, the Commission is receiving inquiries on whether adoptive parents may avail of the maternity leave benefits under R.A. No. 11210 in view of Section 12 of R.A. No. 8552;

¹ TAN, Socorro G. (CSC Resolution No. 000765 dated March 24, 2000) and SANCHEZ, Erlina C. (CSC Resolution No. 02-0194 dated February 6, 2002).

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WHEREAS, amendments to Rule XVI of the Omnibus Rules Implementing Book V of the Administrative Code of 1987 or E.O. No. 292 have been made through CSC Memorandum Circular (MC) Nos. 41, s. 1998 (Omnibus Rules on Leave), and other subsequent issuances particularly on the grant of maternity and paternity leave benefits, *i.e.*, CSC MC No. 14, s. 1999, MC No. 22, s. 2002, MC No. 13, s. 2004 and MC No. 1, s. 2016;

WHEREAS, Congress has passed laws providing for additional leave privileges to civil servants that have been complemented by CSC rules and regulations but are not reflected in CS Form No. 6 or the Application for Leave form;

WHEREAS, reports have been received that some agencies still require their female employees to secure an accomplished CS Form No. 41 (Medical Certificate) from government health facilities, in support of their leave application;

WHEREFORE, the Commission **RESOLVES** to **ADOPT** the following measures:

1. To **AMEND** Item (p) (8) to (10) and (17) to (25), Rule I and Sections 11 to 20, Rule XVI of the Omnibus Rules on Leave (CSC Memorandum Circular No. 41, s. 1998), as follows:

**"RULE I
"COVERAGE AND DEFINITION OF TERMS**

"(p.) The following terms used in Rule XVI shall be construed as follows:

x x x

"8. **Pregnancy** refers to the period from the conception up to the time before actual delivery or birth of a child, miscarriage or emergency termination of pregnancy.

"9. **Maternity leave** refers to the leave of absence for pregnant female government employees for one hundred five (105) days with full pay, to provide them with ample transition time to regain health and overall wellness as well as assume maternal roles before resuming paid work.

"10. **Paternity Leave** refers to the leave of absence for married male government employees for seven (7) days with full pay, to enable them to lend care and support to their legal spouses before, during and after childbirth as the case may be and assist in rearing of the newborn child.

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- "17. **Additional maternity leave benefits** refers to the additional maternity leave benefit of 15 days with full pay on top of the 105-day maternity leave benefit for a female employee who qualifies as solo parent under the Solo Parents' Welfare Act of 2000.
- "18. **Extended maternity leave** refers to the additional maternity leave of up to thirty (30) days without pay, or with pay charged against sick or vacation leave credits, which the female employee may avail of in case of live childbirth to extend the one hundred five (105)-day expanded maternity leave, provided that a written notice is submitted to the agency head at least forty-five (45) days before the end of maternity leave.
- "19. **Allocation of maternity leave credits** refers to the option of female employee to allocate a maximum of seven (7) days of the one hundred five (105)-day expanded maternity leave to the child's father or, in case of his death, absence or incapacity, to an alternate caregiver.
- "20. **Pre-natal care** refers to the portion of the maternity leave of not more than forty-five (45) calendar days prior to delivery when female worker may be placed on full bed rest or bed rest throughout most of their pregnancy if they have a high-risk pregnancy.²
- "21. **Post-natal care** refers to the portion of the maternity leave of not less than sixty (60) calendar days after delivery to allow the female worker to rest and recuperate from child delivery as well as to provide her an opportunity to breastfeed and bond with her newborn child.

² <https://americanpregnancy.org/pregnancy-complications/bed-rest/>

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- "20. **Permanent incapacity** refers to complete physical, mental or psychological deficiency, disability or illness which renders a parent incapable of complying with parental obligations, as certified by a competent medical practitioner.
- "21. **Adoption leave** refers to leave of absence granted to a government employee (adoptive parent) to provide an opportunity to develop bonding with the adoptee who is below seven (7) years of age.
- "22. **Adoptive parent/adopter** refers to a male or female government employee who is qualified to adopt under Section 7 of the Domestic Adoption Act of 1998, who shall undergo supervised trial custody and/or has obtained a decree of adoption from the court.
- "23. **Pre-Adoptive Placement Authority (PAPA)** refers to the notice of approval from the Regional Director of the Department of Social Welfare and Development (DSWD) on the placement of the adoptee to the prospective adoptive parents from which the supervised trial custody shall commence. (Sections 22 and 23, Article V, IRR of R.A. No. 8552)
- "24. **Government employee** refers to a person in government service who, in accordance with existing laws, rules and regulations, hold public office by virtue of an appointment issued by the proper appointing officer/authority or by way of election in National Government Agencies (NGAs), Local Government Units (LGUs), Government-Owned or -Controlled Corporations (GOCCs) with original charters, State Universities and Colleges (SUCs), or Local Universities and Colleges (LUCs).
- "25. **Employment status** refers to the status of appointment. It may be permanent, temporary, provisional, coterminous, fixed term, substitute, casual or contractual.

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**"RULE XVI
"LEAVE OF ABSENCE**

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"Sec. 11. Grant of Maternity Leave. - Every female employee in the government service, regardless of her civil status, employment status, length of service and legitimacy of the child, in addition to her vacation and sick leave credits earned, shall be granted one hundred five (105) days maternity leave with full pay for live childbirth regardless of the mode of delivery, whether normal or caesarian.

"For cases of miscarriage or emergency termination of pregnancy, maternity leave of sixty (60) days with full pay shall be granted.

"The female employee shall give prior notice to the authorized officer of her agency of her pregnancy and her availment of maternity leave at least thirty (30) days in advance, whenever possible, specifying the effectivity of the leave. Civil Service (CS) Form No. 6, Revised 2020, shall be used in filing maternity leave application with medical certificate.

"In case the female employee qualifies as a solo parent under R.A. No. 8972 or the "Solo Parents' Welfare Act of 2000", she shall be granted an additional maternity leave of fifteen (15) days with full pay.

"Female teachers may also avail of the maternity leave benefits even during long vacations, i.e., summer and Christmas vacations, in which case, both the maternity leave benefits and the proportional vacation pay (PVP) shall be granted.

"Maternity leave shall be non-cumulative and non-commutative (non-convertible to cash). The enjoyment of maternity leave cannot be deferred but part of it may be availed of on or before the actual date of delivery in a continuous and uninterrupted manner.

"Sec. 12. Extended Maternity Leave. - In case of live childbirth, the female worker has the option to extend her maternity leave for an additional thirty (30) days without pay, or use her earned sick leave credits for extended leave with pay. In case the sick leave credits are exhausted, the vacation leave credits may be used.

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"Due notice must be in writing and must be submitted to the authorized officer of her agency or the authorized official at least forty-five (45) days before the end of the female worker's maternity leave. However, no prior notice shall be necessary in the event of a medical emergency but subsequent notice shall be given to the authorized official.

"The above period of extended maternity leave without pay shall not be considered as gap in the service.

"Sec. 13. Frequency of the Grant of Maternity Leave. - Maternity leave shall be granted to a female employee in every instance of pregnancy, regardless of frequency.

"In case of overlapping benefit claims, the female employee shall be granted maternity benefits for the two contingencies in a consecutive manner.

"The female employee shall be paid only one maternity leave benefit, regardless of the number offspring, per childbirth/delivery.

"Sec. 14. Tenure of Female Employee Availing the Expanded Maternity Leave. - The availment of maternity leave shall not be used as basis for the diminution or reduction in rank, status or salary of the female employee or termination of her employment.

"Sec. 15. Maternity Leave After Termination of Employment. - Maternity leave with full pay shall be granted even if the childbirth, miscarriage or emergency termination of pregnancy occurs not more than fifteen (15) calendar days after the termination of employee's service as her right thereto has already accrued.

"However, in case of illegal termination of employment, the prescriptive period of fifteen (15) calendar days shall not apply and the female employee shall be paid, based on her salary, the full amount of the one hundred five (105) days maternity leave for live childbirth or sixty (60) days for miscarriage or emergency termination of pregnancy, as the case may be.

"Sec. 16. Maternity Leave of Employee with Pending Administrative Case. - Maternity leave benefits shall be enjoyed by the female employee even if she has a pending administrative case.

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"Pending administrative case refers to a period while the case is pending investigation and resolution. It includes the period of preventive suspension and pending appeal with the Civil Service Commission.

"In case the female employee delivers a child while under preventive suspension or serving the penalty of suspension, she will be allowed to enjoy the maternity leave from the date of delivery, miscarriage or emergency termination of pregnancy until the full enjoyment of the said leave. In such case, she shall be required to serve the unexpired portion of her suspension.

"However, a female employee who delivers a child after a decision in an administrative case, finding her guilty with a penalty of dismissal from the service, became final and executory shall not be entitled to maternity leave.

"Sec. 17. Allocation of Maternity Leave Credits. --
A female employee may avail of the option to allocate up to seven (7) days of her maternity leave to the child's father, whether or not she is married to him. The allocated leave is over and above the seven (7)-day paternity leave benefit under R.A. No. 8187 or the "Paternity Leave Act of 1996".

"In case of death, absence or incapacity of the child's father, the female employee may allocate to an alternate caregiver who may be a relative within the fourth degree of consanguinity or current partner sharing the same household, taking into account the best interest of the child.

"The allocated leave may be enjoyed by the child's father or the alternate caregiver either in a continuous or in an intermittent manner not later than the period of the maternity leave availed of.

"The allocation of maternity leave shall only be available to the child's father or alternate caregiver who are employed either in the public or private sector.

"The option to allocate is not applicable to maternity leave in cases of miscarriage and emergency termination of pregnancy.

"Civil Service (CS) Form No. 6a, s. 2020 shall be used as notice of allocation of maternity leave and shall be submitted to the authorized officer of the agency with the

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filled out Application for Leave form (CS Form No. 6, Revised 2020) and proof of relationship.

"In the event the female employee dies or is permanently incapacitated, the balance of her maternity leave benefits, if any, shall accrue to the child's father or the alternate caregiver, subject to the following conditions:

- "(a) That the maternity leave benefits have not yet been commuted to cash; and
- "(b) That a certified true copy of the death certificate or medical certificate or abstract are presented to the agencies/employers of both the female employee and child's father or alternate caregiver.

"In case full pay has been given to the female employee, the child's father or alternate caregiver, as the case may be, shall only be excused from work (leave without pay). Such leave without pay by the child's father or alternate caregiver shall not be considered as a gap in the service.

"Sec. 18. Dispute Resolution. – Any dispute, controversy or claim arising out of or relating to the payment of maternity leave with full pay shall be filed by the concerned female employee initially to the head of agency and may be appealed to the Civil Service Commission (CSC) Regional Office having jurisdiction over the agency, and to the Commission Proper, respectively. The agency shall not hold or delay the payment of full pay to the female employee pending the resolution of the dispute, controversy or claim.

"Sec. 19. Grant of Paternity Leave. – Every married male employee in the government service shall be entitled to paternity leave of seven (7) working days with full pay for the first four (4) deliveries, whether childbirth or miscarriage, of his legitimate spouse with whom he is cohabiting.

"The first of the four (4) deliveries shall be reckoned from the effectivity of the Paternity Leave Act on July 15, 1996.

"A male employee with more than one (1) legal spouse shall be entitled to avail of paternity leave for an absolute maximum of four (4) deliveries regardless of whoever among his spouses deliver.

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"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 and after the delivery of his legitimate spouse, but not later than the period of the maternity leave availed of by the spouse.

"A married male employee shall be entitled to paternity leave by accomplishing and filing the Application for Leave form (CS Form No. 6, Revised 2020) within reasonable period, e.g., one (1) week, prior to the expected delivery except in cases of miscarriage and abnormal deliveries. Approval of the leave application shall be mandatory on the part of the approving authority unless the services of the male employee are urgently needed to preserve life and property in which case the male employee shall be entitled to overtime pay.

"Any employee who has availed of the paternity leave may be required to furnish his office a certified true copy of his marriage contract, birth certificate of the newborn child, medical certificate with pathology report in case of miscarriage duly signed by the attending physician or midwife showing the actual date of delivery.

"Sec. 20. Grant of Adoption Leave. – A female government employee, regardless of her civil status and employment status, and length of service who qualifies as an adoptive parent under R.A. No. 8552 or the "Domestic Adoption Act of 1998" and whose prospective adoptee is below seven (7) years of age as of placement, shall be qualified to avail adoption leave of sixty (60) days with full pay, which leave shall be enjoyed in a continuous and uninterrupted manner. If she is married, her legitimate spouse (government employee) can avail of adoption leave of seven (7) days with full pay which shall be enjoyed in a continuous or in an intermittent manner.

"A single male government employee, regardless of employment status and length of service who qualifies as an adoptive parent under R.A. No. 8552 and whose adoptee is below seven (7) years of age as of placement, shall be entitled to adoption leave of sixty (60) days with full pay, which leave shall be enjoyed in a continuous and uninterrupted manner. The same privilege may also be enjoyed by a married male employee with an unemployed (wife) spouse.

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"Adoption leave shall provide an opportunity for the prospective adoptee and the adoptive parent/s to develop bonding similar to that between a child and his/her biological parents.

"Application for adoption leave shall be filed using Civil Service (CS) Form No. 6, Revised 2020, and accompanied by an authenticated copy of the Pre-Adoptive Placement Authority issued by the Department of Social Welfare and Development (DSWD), if the leave will be availed of before the grant of petition for adoption.

"If adoption leave is availed after the grant of the petition for adoption, the application for leave shall be accompanied by the authenticated copies of the Decree of Adoption issued by the proper court."

2. To **RULE** that qualified female employees who gave live childbirth or suffered miscarriage and emergency termination of pregnancy upon the effectivity of R.A. No. 11210 on March 11, 2019 but were only granted less than what is stipulated under the new law, shall be entitled to one hundred five (105) days or sixty (60) days with full pay, as the case may be. Concomitantly, they may resume their remaining maternity leave and receive unpaid maternity leave benefits due them, provided that they notify their agency/office heads in writing using the Application for Leave form (CS Form No. 6). Female employees whose sick or vacation leave credits were deducted following the application of the old maternity leave law, rules and regulations, shall be entitled to restoration of the same.
3. To **PRESCRIBE** the revised Application for Leave (Civil Service Form No. 6, Revised 2020) with the instructions and Requirements as Annex "A", and the Notice of Allocation of Maternity Leave (CS Form No. 6a, s. 2020) as Annex "B".
4. To **DISCONTINUE** the use of CS Form No. 41 for leave application. Consequently, employees may secure a medical certificate issued by a government or non-government physician in whatever form in support of their application for leave, provided that the medical certificate bears complete details of the physician (e.g. name and PRC/license, PTR and S2 numbers), the employee, and the employee's condition/state of health.
5. To accordingly **AMEND** the following issuances relative to maternity leave and paternity leave:
 - CSC Memorandum Circular No. 14, s. 1999 (*Additional Provisions and Amendments to CSC Memorandum Circular No. 41, 1998*)
 - CSC Memorandum Circular No. 22, s. 2002 (*Amendment of Section 11, Rule XVI of the Omnibus Rules Implementing Book V of the Administrative Code of 1987*)

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- CSC Memorandum Circular No. 13, s. 2004 (*Clarification on Maternity Leave Policies*)
 - CSC Memorandum Circular No. 1, s. 2018 (*Amendment to Section 20 of the Omnibus Rules on Leave on the Period Within Which to Avail of Paternity Leave*)
6. To **REPEAL** the provisions of CSC Memorandum Circular No. 8, s. 2003 (*Amendment to Section 24 of CSC MC No. 41, s. 1998 on Computation on Leave Monetization and Reiteration of Policy on Maternity Leave*).

This Resolution shall take effect after fifteen (15) days from its publication in a newspaper of general circulation, provided that the amendment to the rules on maternity leave shall apply to female employees who gave live childbirth, suffered miscarriage or emergency termination of pregnancy from the effectivity date of Republic Act No. 11210 on March 11, 2019.


Quezon City.

ORIGINAL SIGNED
ALICIA dela ROSA-BALA
Chairperson

ORIGINAL SIGNED
ATTY. AILEEN LOURDES A. LIZADA
Commissioner

VACANT
Commissioner

Attested by:


KATHERINE LIMARE-DELMORO
Director III
Commission Secretariat and Liaison Office

NOTICE OF ALLOCATION OF MATERNITY LEAVE

I. FOR FEMALE EMPLOYEE

NAME (Last Name, First Name, Name Extension, if any, and Middle Name)		POSITION
HOME ADDRESS		AGENCY and ADDRESS
CONTACT DETAILS (Phone number and e-mail address)		
<p>I am allocating _____ days (7 days max.) of my 105-day maternity leave to Mr./Ms. _____ which benefit is granted under Republic Act No. 11210 or the 105-Day Expanded Maternity Law. Attached is the proof of our relationship.</p>		
SIGNATURE OVER PRINTED NAME		DATE

II. FOR CHILD'S FATHER/ALTERNATE CAREGIVER

NAME (Last Name, First Name, Name Extension, if any, and Middle Name)		POSITION
HOME ADDRESS		AGENCY/EMPLOYER and ADDRESS
CONTACT DETAILS (Phone number and e-mail address)		
<p>RELATIONSHIP TO THE FEMALE EMPLOYEE (Please mark the box with "X")</p> <p><input type="checkbox"/> Child's father <input type="checkbox"/> Alternate caregiver <input type="checkbox"/> Relative within fourth degree of consanguinity (Specify: _____) <input type="checkbox"/> Current partner sharing the same household</p>	<p>I accept the allocated _____ days of the 105-day maternity leave from the abovementioned female employee and I/we submit the attached proof of our relationship. It is understood that the allocated maternity leave is for the care of our/her newborn child.</p>	
SIGNATURE OVER PRINTED NAME		DATE

PROOF OF RELATIONSHIP (Please mark the box with "X" and attach a photocopy of the document)			
<input type="checkbox"/> Child's Birth Certificate	<input type="checkbox"/> Marriage Certificate	<input type="checkbox"/> Barangay Certificate	<input type="checkbox"/> Other bona fide document/s that can prove filial relationship

III. FOR THE HRMO AND THE HEAD OF OFFICE/AUTHORIZED OFFICIAL

<p>I certify that Ms. _____ has a maternity leave balance of _____ days. Furthermore, I have reviewed and evaluated the attached supporting document/s and find the herein allocation of maternity leave in order.</p>		APPROVED:
SIGNATURE OVER PRINTED NAME HRMO		SIGNATURE OVER PRINTED NAME Head of Office/Authorized Official
DATE		DATE
AGENCY ADDRESS and CONTACT DETAILS		

Instructions

1. The form shall be used as written notice of the female employee to her agency regarding her allocation of a maximum of seven (7) days from the 105-day expanded maternity leave.
2. The form shall be accomplished in three (3) copies: copy for the female employee; copy for the agency; and copy for the agency/employer of the child's father/alternate caregiver.
3. The form with proof of relationship shall be attached to the Application for Leave (CS Form No. 6) of the female employee.
4. The authorized official shall forward the copy for the agency/employer of the child's father/alternate caregiver.
5. Item I of the form shall be accomplished by the female employee. She shall provide the required personal and agency information, the number of maternity leave days sought to be allocated and the name of the recipient of the allocated leave. She shall affix her signature over printed name with date of signing.
6. Item II of the form shall be accomplished by the child's father/alternate caregiver. He/she shall provide the required personal and agency/employer information and he/she shall affix his/her signature over printed name with date of signing.
7. Item III of the form shall reflect the name of the female employee and her maternity leave balance. This part shall be accomplished and signed by the Human Resource Management Officer (HRMO) in the agency. It is a ministerial duty of the head of office or his/her authorized official to approve said allocation and indicate the date of signing. The agency, thru the HRMO, is responsible to forward a copy of the accomplished form to the agency/employer of the child's father/alternate caregiver.

Republic of the Philippines
(Agency Name)
(Agency Address)

Stamp of Date of Receipt

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT _____	2. NAME : (Last) _____ (First) _____ (Middle) _____												
3. DATE OF FILING _____	4. POSITION _____	5. SALARY _____											
6. DETAILS OF APPLICATION													
6.A TYPE OF LEAVE TO BE AVAILED OF <input type="checkbox"/> Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Mandatory/Forced Leave (Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Maternity Leave (R.A. No. 11210 / IRR Issued by CSC, DOLE and SSS) <input type="checkbox"/> Paternity Leave (R.A. No. 8187 / CSC MC No. 71, s. 1998, as amended) <input type="checkbox"/> Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Solo Parent Leave (RA No. 8972 / CSC MC No. 8, s. 2004) <input type="checkbox"/> Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> 10-Day VAWC Leave (RA No. 9262 / CSC MC No. 15, s. 2005) <input type="checkbox"/> Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Special Leave Benefits for Women (RA No. 9710 / CSC MC No. 25, s. 2010) <input type="checkbox"/> Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended) <input type="checkbox"/> Adoption Leave (R.A. No. 8522) <i>Others:</i> _____	6.B DETAILS OF LEAVE <i>In case of Vacation/Special Privilege Leave:</i> <input type="checkbox"/> Within the Philippines _____ <input type="checkbox"/> Abroad (Specify) _____ <i>In case of Sick Leave:</i> <input type="checkbox"/> In Hospital (Specify Illness) _____ <input type="checkbox"/> Out Patient (Specify Illness) _____ <i>In case of Special Leave Benefits for Women:</i> (Specify Illness) _____ <i>In case of Study Leave:</i> <input type="checkbox"/> Completion of Master's Degree <input type="checkbox"/> BAR/Board Examination Review <i>Other purpose:</i> <input type="checkbox"/> Monetization of Leave Credits <input type="checkbox"/> Terminal Leave												
6.C NUMBER OF WORKING DAYS APPLIED FOR INCLUSIVE DATES _____ _____	6.D COMMUTATION <input type="checkbox"/> Not Requested <input type="checkbox"/> Requested _____ (Signature of Applicant)												
7. DETAILS OF ACTION ON APPLICATION													
7.A CERTIFICATION OF LEAVE CREDITS As of _____ <table border="1" style="width:100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width:30%;"></th> <th style="width:35%;">Vacation Leave</th> <th style="width:35%;">Sick Leave</th> </tr> </thead> <tbody> <tr> <td>Total Earned</td> <td></td> <td></td> </tr> <tr> <td>Less this application</td> <td></td> <td></td> </tr> <tr> <td>Balance</td> <td></td> <td></td> </tr> </tbody> </table> _____ (Authorized Officer)		Vacation Leave	Sick Leave	Total Earned			Less this application			Balance			7.B RECOMMENDATION <input type="checkbox"/> For approval <input type="checkbox"/> For disapproval due to _____ _____ _____ _____ (Authorized Officer)
	Vacation Leave	Sick Leave											
Total Earned													
Less this application													
Balance													
7.C APPROVED FOR: _____ days with pay _____ days without pay _____ others (Specify) _____	7.D DISAPPROVED DUE TO: _____ _____ _____ _____ (Authorized Official)												

INSTRUCTIONS AND REQUIREMENTS

Application for any type of leave shall be made on this Form and to be accomplished at least in duplicate with documentary requirements, as follows:

1. **Vacation leave***
It shall be filed five (5) days in advance, whenever possible, of the effective date of such leave. Vacation leave within in the Philippines or abroad shall be indicated in the form for purposes of securing travel authority and completing clearance from money and work accountabilities.
2. **Mandatory/Forced leave**
Annual five-day vacation leave shall be forfeited if not taken during the year. In case the scheduled leave has been cancelled in the exigency of the service by the head of agency, it shall no longer be deducted from the accumulated vacation leave. Availment of one (1) day or more Vacation Leave (VL) shall be considered for complying the mandatory/forced leave subject to the conditions under Section 25, Rule XVI of the Omnibus Rules Implementing E.O. No. 292.
3. **Sick leave***
 - It shall be filed immediately upon employee's return from such leave.
 - If filed in advance or exceeding five (5) days, application shall be accompanied by a medical certificate. In case medical consultation was not availed of, an affidavit should be executed by an applicant.
4. **Maternity leave* – 105 days**
 - Proof of pregnancy e.g. ultrasound, doctor's certificate on the expected date of delivery
 - Accomplished Notice of Allocation of Maternity Leave Credits (CS Form No. 6a), if needed
 - Seconded female employees shall enjoy maternity leave with full pay in the recipient agency.
5. **Paternity leave – 7 days**
Proof of child's delivery e.g. birth certificate, medical certificate and marriage contract
6. **Special Privilege leave – 3 days**
It shall be filed/approved for at least one (1) week prior to availment, except on emergency cases. Special privilege leave within the Philippines or abroad shall be indicated in the form for purposes of securing travel authority and completing clearance from money and work accountabilities.
7. **Solo Parent leave – 7 days**
It shall be filed in advance or whenever possible five (5) days before going on such leave with updated Solo Parent Identification Card.
8. **Study leave* – up to 6 months**
 - Shall meet the agency's internal requirements, if any;
 - Contract between the agency head or authorized representative and the employee concerned.
9. **VAWC leave – 10 days**
 - It shall be filed in advance or immediately upon the woman employee's return from such leave.
 - It shall be accompanied by any of the following supporting documents:
 - a. Barangay Protection Order (BPO) obtained from the barangay;
 - b. Temporary/Permanent Protection Order (TPO/PPO) obtained from the court;
 - c. If the protection order is not yet issued by the barangay or the court, a certification issued by the Punong Barangay/Kagawad or Prosecutor or the Clerk of Court that the application for the BPO, TPO or PPO has been filed with the said office shall be sufficient to support the application for the ten-day leave; or
10. **Rehabilitation leave* – up to 6 months**
 - Application shall be made within one (1) week from the time of the accident except when a longer period is warranted.
 - Letter request supported by relevant reports such as the police report, if any;
 - Medical certificate on the nature of the injuries, the course of treatment involved, and the need to undergo rest, recuperation, and rehabilitation, as the case may be.
 - Written concurrence of a government physician should be obtained relative to the recommendation for rehabilitation if the attending physician is a private practitioner, particularly on the duration of the period of rehabilitation.
11. **Special leave benefits for women* – up to 2 months**
 - The application may be filed in advance, that is, at least five (5) days prior to the scheduled date of the gynecological surgery that will be undergone by the employee. In case of emergency, the application for special leave shall be filed immediately upon employee's return but during confinement the agency shall be notified of said surgery.
 - The application shall be accompanied by a medical certificate filled out by the proper medical authorities, e.g. the attending surgeon accompanied by a clinical summary reflecting the gynecological disorder which shall be addressed or was addressed by the said surgery; the histopathological report; the operative technique used for the surgery; the duration of the surgery including the peri-operative period (period of confinement around surgery); as well as the employees estimated period of recuperation for the same.
12. **Special Emergency (Calamity) leave – up to 5 days**
 - The special emergency leave can be applied for a maximum of five (5) straight working days or staggered basis within thirty (30) days from the actual occurrence of the natural calamity/disaster. Said privilege shall be enjoyed once a year, not in every instance of calamity or disaster.
 - The head of office shall take full responsibility for the grant of special emergency leave and verification of the employee's eligibility to be granted thereof. Said verification shall include: validation of place of residence based on latest available records of the affected employee; verification that the place of residence is covered in the declaration of calamity area by the proper government agency; and such other proofs as may be necessary.
13. **Monetization of leave credits**
Application for monetization of fifty percent (50%) or more of the accumulated leave credits shall be accompanied by letter request to the head of the agency stating the valid and justifiable reasons.
14. **Terminal leave***
Proof of employee's resignation or retirement or separation from the service.
15. **Adoption Leave**
 - Application for adoption leave shall be filed with an authenticated copy of the Pre-Adoptive Placement Authority issued by the Department of Social Welfare and Development (DSWD).

* For leave of absence for thirty (30) calendar days or more and terminal leave, application shall be accompanied by a clearance from money, property and work-related accountabilities (pursuant to CSC Memorandum Circular No. 2, s. 1985).