



UNIVERSITY OF THE PHILIPPINES MANILA
The Health Sciences Center

21 March 2023

MEMORANDUM NO. CCDP 2023-094

TO : All Concerned

THROUGH : The Deans, Directors, Heads of Units and Offices

SUBJECT : **Guidelines in Filing of Application for Leave**

Pursuant to the provisions of Sections 21(3), 51, and 53 of the CSC MC No. 41, s. 1998 or the Omnibus Rules on Leave, the following guidelines shall be observed by qualified employees in filing an application leave:

1. **Vacation Leave** – “All applications for vacation leave of absence for one (1) full day or more shall be submitted on the prescribed form for action by the proper head of agency **five (5) days in advance**, whenever possible, of the effective date of such leave” (Per Sec. 51 of CSC MC no. 41, s. 1998). Applications for 30 calendar days or more must be accompanied by University Clearance Form B.
2. **Sick Leave** - All applications for sick leave of absence for one full day or more shall be made on the prescribed form and **shall be filed immediately upon employee’s return from such leave**. Notice of absence, however, should be sent to the immediate supervisor and/or to the agency head.
 - a. Application for sick leave in excess of five (5) successive days shall be accompanied by a proper medical certificate.
 - b. Sick leave may be applied for in advance in cases where the official or employee will undergo medical examination or operation or advised to rest in view of ill health duly supported by a medical certificate.
 - c. Application for sick leave already taken not exceeding five days, the head of department or agency concerned may duly determine whether or not granting of sick leave is proper under the circumstances. **In case of doubt, a medical certificate may be required.**
3. **Special Privilege Leave** – All applications for special privilege leave shall be filed for at least one (1) week prior to availment except on emergency cases.

Leave applications that do not conform with the above policies shall become unauthorized leaves and may be covered by the Policy on Absenteeism under **Section 22, Rule XIV, Omnibus Rules Implementing Book V of Executive Order No. 292** to wit:

“An officer or employee in the civil service shall be considered habitually absent if he incurs unauthorized absences exceeding the allowable 2.5 days monthly leave credit under the Leave Law for at least three (3) months in a semester or at least three (3) consecutive months during the year. “


“In case of claim of ill-health, heads of departments or agencies are encouraged to verify the validity of such claim, if not satisfied with the reason given, should disapprove the

application for sick leave. On the other hand, in cases where an employee absents himself from work before approval of the application, said application should be disapproved.”

“In the discretion of the Head of any department, agency, or office, any government physician may be authorized to do a spot check on employees who are supposed to be on sick leave.”

Moreover, Section 46 (B) (5), Revised Rules on Administrative Cases in the Civil Service (RRACCS) provides that Frequent Unauthorized Absences (Habitual Absenteeism) is a grave offense that is punishable by suspension of six (6) months and one (1) day to one (1) year for the first offense and dismissal from the service for the second offense.

For information and guidance.


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Professor and Chancellor 