University of the Philippines Manila
8/F Central Block Bldg. PGH Compd.
Taft Avenue Manila 1000

Application for Rehabilitation Leave Privilege under CSC and DBM Joint Circular No. 01,s.2006

Date: _____

Name of Employee: _____

College/Unit : _____

Position : _____

Status of Appointment: _____

Duration of Rehabilitation Leave Privilege applying for _____

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Rehabilitation Leave is a privilege leave when an employee sustains wounds or injuries *while in the performance of official duties,* hence employee was already at work, or in situations where the employee meets an accident while engaged in activities inherent to the performance of duties including;

On official business at _____

On official travel at _____

On authorized overtime _____

On detail order at _____

On special order assignment at _____

Sustained injury: _____

Date accident/wound/injury occurred: _____

Submitted documents;

_____ police report (if any)

_____ medical certificate by medical doctor with concurrence
from government physician stating nature of injury, course
of treatment and need to undergo rehabilitation, rest and recuperation
for a specific number of days/months.

_____

Employee's signature

(to be filled up by HRDO)

Based on the documents submitted, which is in accordance with the policy set by the CSC and DBM, request for Rehabilitation Leave Privilege of _____ IS IN ORDER. He/She is entitled to the following privileges;

---Rehabilitation Leave for the period_____ ;
                              (not deductable from earned leave credits)
---Salaries, allowances and other monetary benefits while on rehabilitation leave;
---Reimbursement of first-aid-expense /basic medical treatment immediately given
                    (shall not exceed P5,000 supported by O.R.)

Note: Employee who are on Rehabilitation Leave *do not* earn and accumulate
             vacation leave and sick leave credits;

             Employee who are on Rehabilitation Leave *are not entitled* to benefits and
             privileges that are enjoyed based on the actual performance of duties of
             position entitled to, such as RATA, subsistence allowance and hazard pay.

Evaluated by: Noted by:

_____   _____
   Administrative Officer   Director

APPROVED BY:

_____
Vice Chancellor for Administation /
Vice Chancellor for Academic Affairs