



Wellness Leave Policy

Number: 2501292

Promulgated: 13 NOV 2025

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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;

WHEREAS, Sections 1 and 2, Rule VIII of the Omnibus Rules Implementing Book V of Executive Order No. 292 and Other Pertinent Civil Service Laws direct every government agency to foster a work environment that supports employees' personal growth, welfare, and development, including activities that promote counseling, recreation, and overall well-being;

WHEREAS, under the rule-making power of the CSC set forth in Section 12, Book V, Title 1-A of Executive Order No. 292, s. 1987, the CSC is empowered to issue and enforce rules and regulations necessary to carry out the provisions of Civil Service laws and related statutes;

WHEREAS, the Mental Health Act (Republic Act No. 11036) and the CSC Memorandum Circular No. 4, s. 2020¹, highlight the need for workplace strategies that address both psychological and physical health;

WHEREAS, a study² has shown that Filipino workers report the second-highest stress levels in Southeast Asia, citing unhealthy lifestyles and heavy workload that harm their health;

WHEREAS, the CSC, the Department of Labor and Employment, and the Department of Health (CSC-DOLE-DOH) Joint Administrative Order No. 2023-000 identified mental health as among those priority areas or risk factors that all health promotion interventions in the workplace must focus on; and

WHEREAS, the CSC, being the central human resource institution of the government, takes the lead in enhancing employee benefits for the entire bureaucracy

¹ Mental Health Program in the Public Sector.

² According to the 2025 Gallup's *State of the Global Workplace Report*, Filipino workers reported the second-highest levels of work-related stress among Southeast Asian countries, with 47% stating they experienced stress most of the day. Gallup is a Washington, D.C.-based global analytics and advisory firm founded in 1935, widely recognized for its public opinion polling and international workplace studies.

Bawat Kawani, Lingkod Bayani

such as leave privileges that promote total wellness, ensuring that the policies are responsive to the changing needs of the workforce;

WHEREFORE, foregoing premises considered, the Commission **RESOLVES** to adopt the Wellness Leave Policy (WLP) and to promulgate the following guidelines for its implementation and availment:

1. Scope and Coverage

- a. This policy shall apply to all government officials and employees, whether permanent, temporary, substitute, coterminous, fixed term, contractual, or casual, in all government agencies and instrumentalities, namely: Constitutional Bodies, departments, bureaus, and agencies of the National Government; Government-Owned or -Controlled Corporations with original charters; Local Government Units; and State Universities and Colleges.
- b. Government agencies and instrumentalities that already grant leave benefits with a similar purpose or scope to Wellness Leave—such as those intended to promote employee well-being and mental health— provided they are consistent with applicable laws, rules, and regulations, may choose to either maintain such leave benefits or replace them with another in accordance with this policy.
- c. The entitlement of Contract of Service and Job Order workers to Wellness Leave shall be subject to the provisions of their individual contracts and the relevant issuances covering their engagement.

2. Authorization to Grant Wellness Leave

The CSC hereby authorizes agencies to grant Wellness Leave to applicable government officials and employees, subject to the agency's discretion, up to a maximum of five (5) days. The Wellness Leave shall be separate and exclusive from the fifteen (15) days Vacation Leave, fifteen (15) days Sick Leave, and three (3) days Special Leave, available from the date of assumption of duty.

3. Guidelines for Availing of Wellness Leave

In availing the Wellness Leave, the following guidelines shall be observed:

- a. Wellness Leave may be taken either consecutively for a maximum of three (3) days at a time, or on separate non-consecutive days.
- b. The Wellness Leave may be availed of, for purposes including, but not limited to, mental health care, physical wellness activities, or general break from work.
- c. The application for Wellness Leave shall be recommended by the immediate supervisor and submitted to the head of office for approval. This shall be filed in the same manner as filing for Vacation Leave, Sick Leave, and other leave privileges, following the procedures adopted by the respective government agency and/or instrumentality.



- d. To promote a safe space in officials' and employees' availment of the Wellness Leave due to mental health reasons, any information related to the applicant's mental health condition shall be bound by the rules of confidentiality and in compliance with the Data Privacy Act of 2012.
- e. The application for WLP shall be filed at least five (5) days before its availment, except in emergency cases wherein it must be filed immediately upon the officials' or employees' return from such leave.
- f. The Wellness Leave shall be non-cumulative, non-commutable to its monetary equivalent, and forfeited if not availed within the calendar year.

4. Effectivity

This Resolution shall take effect after fifteen (15) days from publication in the Official Gazette or in a newspaper of general circulation.

Quezon City.


Atty. MARILYN B. YAP, DPA
Chairperson


Atty. RYAN ALVIN R. ACOSTA
Commissioner


Atty. LUIS MEINRADO C. PAÑGULAYAN, CESO I
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Attested by:


KATHERINE LIMARE-DELMORO
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