



OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION UNIVERSITY OF THE PHILIPPINES

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05 January 2026

MEMORANDUM NO. ACR 26-03

FOR : Vice Presidents and the Secretary of the University
Chancellors
Dean, UP Tacloban College
Director, UP Philippine General Hospital

THROUGH : Vice Chancellors for Administration
Associate Dean for Administration
Deputy Director for Administration
Directors / Heads of Offices / Units

ATTENTION : HRDO Directors/Heads

SUBJECT : **Implementation of Wellness Leave (CSC Resolution No. 2501292)**

The University of the Philippines hereby adopts the implementation of Civil Service Commission Resolution No. 2501292, which authorizes the grant of a maximum of five (5) days of Wellness Leave annually to eligible government officials and employees.

The Resolution operationalizes Joint Administrative Order No. 2023-0001 issued by the Civil Service Commission, the Department of Labor and Employment, and the Department of Health, which identifies mental health as a priority area for workplace health promotion in the public sector. These issuances are aligned with the University's institutional thrust to sustain a healthy, resilient, and productive academic and administrative workforce, while upholding the highest standards of public service.

Wellness Leave is a distinct and separate leave benefit intended to support employee well-being and recovery. It may be availed of for purposes related to mental health care and psychosocial well-being, physical wellness and recuperation, or as a general restorative break from work.

Pursuant to the Resolution, Wellness Leave may be availed of by all officials and employees of the University of the Philippines, regardless of appointment status. This includes employees holding permanent, temporary, substitute, coterminous, fixed-term, casual, and contractual appointments, subject to applicable rules and regulations.

The grant of Wellness Leave to Contract of Service (COS) workers is allowed, provided that the benefit is expressly authorized in the individual contract or through a supplemental agreement, and that its availment does not give rise to additional financial liability or benefits beyond those allowed under prevailing rules. For already notarized contracts, the Wellness Leave shall be implemented through a Contract Addendum forming an integral part of the original contract.

Wellness Leave is non-cumulative, non-commutable to cash, and shall be forfeited if not used within the calendar year. The grant of Wellness Leave shall not entail any additional cash outlay and shall be implemented in accordance with existing budgeting, accounting, and auditing rules and regulations.

A maximum of five (5) days of Wellness Leave may be granted per calendar year which may be taken consecutively for a maximum of three (3) days at a time or on separate, non-consecutive days, depending on employee needs and the operational requirements of the concerned office.

Applications for Wellness Leave shall be recommended by the immediate supervisor, approved by the authorized official , and shall be submitted to the Human Resource Development Office (HRDO) for recording in the employee's leave card. For COS workers, availment of Wellness Leave shall be reflected in the Certification of Service rendered or Daily Time Record, as well as in the Work Accomplishment Report.

Filing and processing of Wellness Leave applications shall follow the same procedures adopted by the University for Vacation Leave, Sick Leave, and other leave privileges.. In 2026, the leave application module under the Personnel Unified Systems Outlook (PUSO) shall be launched to include Wellness Leave.

To promote a safe and supportive environment, particularly for employees availing of Wellness Leave for mental health-related reasons, all information pertaining to an employee's mental health condition shall be treated with strict confidentiality, in full compliance with Republic Act No. 10173 or the Data Privacy Act of 2012. No employee shall be required to disclose sensitive medical or psychological information beyond what is strictly necessary for leave processing.

The University of the Philippines affirms its commitment to fostering a healthy, supportive, and enabling work environment. Through the institutionalization of Wellness Leave, the University strengthens workforce resilience, uplifts morale, and enhances its capacity to deliver excellent, compassionate, and responsive public service grounded in the overall well-being of its employees.

This Wellness Leave policy shall take effect on **05 January 2026**.

For guidance and strict compliance.



AUGUSTUS C. RESURRECCION
Vice President for Administration

cc: Office of the President