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16 February 2026

MEMORANDUM NO. CMLT-2026-057

TO : All Concerned

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

SUBJECT : **Supplemental Guidelines on the Grant of Wellness Leave for Faculty and Contract of Service / Job Order Personnel**

In compliance with Civil Service Commission (CSC) Memorandum Circular (MC) No. 01, s. 2026¹ and pursuant to Memorandum No. ACR 26-03², UP Manila hereby issues these supplemental guidelines to provide further clarity on the grant of wellness leave for faculty members, contract of service (COS) and job order (JO) personnel.

1. Scope and Coverage

This memorandum shall apply only to the following:

- a. UP Manila regular faculty members, whether permanent, temporary, or substitute, except those who were hired as lecturers and without compensation.
- b. COS/JO with approved individual contract and duly executed supplemental agreement or contract addendum, which **expressly stipulates the grant of wellness leave** and that its availment does not give rise to additional financial liability or benefits beyond those allowed under prevailing rules. Personnel employed under Project Contract Form and COS hired as consultants, tutors, or those who do not render full-time service are not included in the grant of wellness leave.

2. Guidelines on Availment

As a general rule, a maximum of five (5) days of wellness leave may be granted per calendar year (CY), 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.

The application for wellness leave shall be filed at least five (5) days before its availment, except in emergency cases. In such instances, the employee concerned shall immediately communicate to the supervisor or head of unit/office of the intended availment and the same must be filed promptly upon the official's or employee's return from such leave. Moreover, wellness leave shall be non-cumulative, non-commutable to its monetary equivalent, and forfeited if not availed within the calendar year.

¹ [CSC Wellness Leave Policy \(Resolution No. 2501292\)](#)

² [Implementation of Wellness Leave in University of the Philippines](#)

For faculty members:

- a. The grant of wellness leave to faculty members is being authorized subject to the submission of an endorsement letter ([Annex A](#)) with confirmation on who will handle the classes that will be missed, at least five (5) days before its availment.
- b. Faculty members shall use the Civil Service Form No. 6, revised 2020, and indicate "Wellness Leave" in **OTHERS** (6.A).
- c. Applied wellness leave shall be reflected in the Certificate of Service within the month of application.

For COS/JO:

- a. The wellness leave for COS/JO personnel shall be pro-rated within the CY as follows:
 - Two (2) days for the 1st semester of the current CY; and
 - Three (3) days for the 2nd semester of the current CY.
- b. The remaining wellness leave balance is subject to the approval of the next contract within the CY.
- c. Unused wellness leave balance for the 1st semester can be transferred to the 2nd semester.
- d. Wellness Leave can be used during the mandatory holiday break in December, provided that the maximum three (3) consecutive days are followed.
- e. COS/JO personnel shall use the form attached herewith as [Annex B](#), which must be endorsed by their immediate supervisor. The dean, director, or head of unit/ office is authorized to approve the application on behalf of the Chancellor as the signatory of the contract.
- f. Applied wellness leave shall be indicated in the daily time record or certificate of service within the month of application.
- g. Administrative Officers or designated employees shall monitor and act on the applied wellness leave of COS/JO personnel.

For your information, guidance, and compliance.

Dr. Michael L. Tee
Professor and Chancellor




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by Patricia
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