

Republika ng Pilipinas
(Republic of the Philippines)
MINISTRI NG EDUKASYON AT KULTURA
(MINISTRY OF EDUCATION AND CULTURE)
Maynila.

January 15, 1982.

MEC M E M O R A N D U M
No. 12, s. 1982

ACCUMULATION AND CREDITING OF LEAVES

To: Bureau Directors
Cultural Agency Directors
Regional Directors
Chiefs of Services and Heads of Units
Schools Superintendents
Presidents, State Colleges and Universities
Vocational School Superintendents/Administrators

1. Inclosed is a copy of Resolution No. 81-1158 of the Civil Service Commission dated October 12, 1981, regarding the accumulation and crediting of leaves of officers, employees and laborers of the Government, which is self-explanatory. Particular attention is invited to the policies adopted by the Civil Service Commission in the last paragraph thereof.

2. It is desired that this Memorandum be brought to the attention of all officials, teachers and employees for their information and guidance.

(SGD.) ONOFRE D. CORPUZ
Minister

Incl.: As stated

Reference: BPS Circular: No. 40, s. 1954

Allotment: 1-2-3--(D.O. 1-76)

To be indicated in the Perpetual Index
under the following subjects:

EMPLOYEES
LEAVE
OFFICIALS

RULES & REGULATIONS
SERVICE
TEACHERS

WHEREAS, Leave Laws being social legislations designed to uplift the health and well-being of employees of the government, should deserve a reasonable and liberal interpretation with the end in view of effectuating the purpose for their enactment;

WHEREAS, this Commission has ruled that an employee while in the service, cannot be deemed to have ceased to earn leave even after reaching the ten months maximum allowable, considering that under Sections 284 and 285-A of the Revised Administrative Code, an employee is for every year of service, supposed to get 15 days vacation and 15 days sick leave with full pay exclusive of Saturdays, Sundays and public holidays, or under Section 22 of the Revised Civil Service Rules of 1963, one day sick leave and one day vacation leave for every 24 days of service; and that what the law restricts is the crediting of leave of more than 10 months in favor of an employee;

RESOLUTION NO. 81-1158

NOW, THEREFORE, the Commission hereby RESOLVES to reiterate the above-mentioned ruling and accordingly adopts the following policies, to wit:

1. Officers, employees and laborers of all Ministries and agencies whether holding permanent or temporary appointments shall, after six months of continuous service, be entitled to 15 days vacation and 15 days sick leave for each year of service with full pay, exclusive of Saturdays, Sundays, and public holidays.
2. Vacation and sick leave shall be cumulative and any part thereof which may not be taken within the year in which earned shall be carried over to the succeeding years.
3. The accumulation of vacation and sick leave by an officer, employee, or laborer shall have no limit. However, only a maximum of ten (10) months leave shall be credited to him. The accumulated leave in excess of ten (10) months shall not be forfeited, unless the officer, employee or laborer voluntarily resigns, retires, or is separated from the service through no fault of his own, in which,

in no case, shall exceed three hundred (300) days exclusive of Saturdays, Sundays and public holidays.

4. No officer, employee or laborer shall be allowed to go on leave with pay for more than ten (10) months at any one time, but the accumulation of his leave in excess thereof shall be made of record. Moreover, the excess leave shall automatically replenish proportionately the ten (10) months leave or any portion thereof that has been used by him.
5. This Resolution shall take effect immediately.

(SGD.) ALBINA MANALO-DANS
Commissioner

(SGD.) FILEMON U. FERNANDEZ, JR.
Commissioner

ATTESTED BY:

(SGD.) ALEJANDRO A. MADAMBA
Commissioner
Merit Systems Board

October 12, 1981

A true copy

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