



OTHER LEAVE BENEFITS

MATERNITY LEAVE

○ COVERAGE

Every woman, married and unmarried
regardless of her employment status

○ DURATION

SIXTY (60) calendar days

Full pay – 2 years or more

Half pay – 1 year or less

Proportion – more than 1 year but less than
2 years



MATERNITY LEAVE

○ CONDITIONS/REQUIRMENTS

1. Woman employee has valid appointment
2. Enjoyed BEFORE or AFTER actual period of delivery in a CONTINUOUS and UNINTERRUPTED manner
3. Subject to actual rendition of service (aggregate or continuous)
4. For EVERY instance of pregnancy and REGARDLESS of frequency (no limit as long as it is on account of pregnancy)



MATERNITY LEAVE FOR ADOPTIVE PARENT

- Can be availed of ONCE during the whole adoption process provided the child is below 7 years old
- Requirements
 1. Form 6
 2. Authenticated copy of PAPA (Pre-Adoptive Placement Authority) issued by DSWD of copy of decree of adoption



TEN (10) LEAVE

- Provided under RA 9262 – Anti Violence Against Women and their Children Act of 2004)

- **COVERAGE**

Women employees regardless of employment status who are **VICTIMS**; or whose **CHILD** below 18 years of 18 years or above but unable to take care of himself/herself is a **VICTIM OF VIOLENCE**



TEN (10) DAY LEAVE

○ DURATION

10 days PAID leave

CONDITIONS/REQUIREMENTS

1. Subject to the definition of “Violence” under RA 9262
2. Availled of in a continuous or intermittent manner to attend to medical and legal concerns
3. Non-cumulative and not convertible to cash
4. Forfeited if NOT availed of
5. Supporting documents submitted (BPO/TPO/PPO, medical certificates, etc.)



SPECIAL LEAVE BENEFITS FOR WOMEN

- Provided under the Magna Carta for Women (RA 9710)

COVERAGE : Any female employee regardless of age and civil status who has rendered six (6) months aggregate service for the last twelve(12) months prior to undergoing surgery



MAGNA CARTA FOR WOMEN

- Can be availed of for every instance of **GYNECOLOGICAL DISORDER** requiring surgery
- **DURATION** : Maximum of two (2) months per year
- **CONDITIONS/REQUIREMENTS**
 1. Valid appointment
 2. Form 6
 3. Medical certificate (histopathology attached)



REHABILITATION LEAVE

- For INJURIES from accidents in the performance of duty WHILE at work, or official business/travel, authorized overtime, special assignment
- DOES NOT COVER INJURIES while going to work and going home from work

COVERAGE : ALL officials and employees regardless of employment status



REHABILITATION LEAVE

○ DURATION

Maximum of six (6) months subject to the recommendation indicated in the medical certificate

CONDITIONS and REQUIREMENTS

1. Medical certificate from private practitioner **MUST** be concurred by a **GOVERNMENT** physician
2. Valid appointment
3. Wounds or injuries sustained while in the performance of duty



REQUIREMENTS

- Letter of application filed within one (1) week from time of accident
- Supported by police reports, if any; medical certificate (nature of injuries, course of treatment, need to undergo rest, recuperation or rehabilitation)
- Head of Agency determines whether the injuries are work-connected

Employee is entitled to reimbursement of **FIRST-AID EXPENSES** not to exceed P 5,000



PATERNITY LEAVE

COVERAGE :

For LEGALLY married MALE official or employee

For Male Adoptive parent

DURATION:

SEVEN (7) working days

For adoptive parent – seven (7) days but child must be below seven (7) years old



PATERNITY LEAVE

CONDITIONS/REQUIREMENTS

1. Legally married male employee has **VALID** appointment
2. Availed of before or after actual period of delivery of spouse
3. Maximum of **FOUR (4)** paternity leaves only
4. No service requirement
5. Married male with more than one legal spouse is entitled to avail of paternity leave for **ABSOLUTE** maximum of four deliveries regardless of whichever spouse gives birth



PARENTAL LEAVE

COVERAGE :

Qualified SOLO parent under any of the categories defined in CSC MC 8, 2004

DURATION:

seven (7) working days each year

maybe enjoyed on staggered or continuous basis subject to the approval of Head of Agency



PARENTAL LEAVE

CONDITIONS/REQUIREMENTS

1. At least one (1) year government service, continuous or aggregate
2. Valid appointment
3. Child/ren below 18 years of age, unmarried, unemployed or above 18 but incapable of self-support and physically challenged
4. CS Form 6
5. SOLO parental identification card
6. Birth certificate of child



STUDY LEAVE

- Are Teachers allowed to go on study leave?

RULE XVI of the Omnibus Rules and Implementing Book V of EO 292 as amended by CSC MC no. 14, s. 1999 further amended by MC No. 21, s 2004, provides:

Section 68: Study Leave. Officials and employees EXCLUDING THOSE IN THE TEACHING PROFESSION WHO ARE COVERED BY DIFFERENT PROVISIONS OF LAW, may apply for study leave

