



UNIVERSITY OF THE PHILIPPINES MANILA
The Health Sciences Center

22 November 2021

MEMORANDUM NO. CCDP-2021-393

TO : The Deans, Directors, Heads of Units and Offices

SUBJECT : **Guidelines on the Grant of Expanded Maternity Leave, Paternity Leave, and Adoption Leave, and the Use of the Revised CSC Form No. 6 (Application for Leave)**

Pursuant to Civil Service Commission Memorandum Circular No. 05, s. 2021 dated 28 April 2021, all employees shall adopt the following guidelines:

A. Grant of Maternity Leave

A.1. Every female employee in the government service, regardless of her civil status, employment status, length of service and legitimacy of the child, in addition to her vacation and sick leave credits earned, shall be granted one hundred five (105) days maternity leave with full pay for live childbirth regardless of the mode of delivery, whether normal or caesarian.

A.2. For cases of miscarriage or emergency termination of pregnancy, maternity leave of sixty (60) days with full pay shall be granted.

A.3. The female employee shall give prior notice to the authorized officer of her agency of her pregnancy and her availment of maternity leave at least **thirty (30) days in advance**, whenever possible, specifying the effectivity of the leave. Civil Service (CS) Form No. 6, Revised 2020, shall be used in filing maternity leave application with medical certificate.

A.4. In case the female employee qualifies as a solo parent under R.A. No. 8972 or the "Solo Parents' Welfare Act of 2000", she shall be granted an additional maternity leave of fifteen (15) days with full pay.

A.5. Maternity leave shall be non-cumulative and non-commutative (nonconvertible to cash). The enjoyment of maternity leave cannot be deferred but part of it may be availed of on or before the actual date of delivery in a continuous and uninterrupted manner.

B. Extended Maternity Leave

B.1. In case of live childbirth, the female worker has the option to extend her maternity leave for an additional thirty (30) days without pay, or use her earned sick leave credits for extended leave with pay. In case the sick leave credits are exhausted, the vacation leave credits may be used. The period of extended maternity leave without pay shall not be considered as gap in the service.

B.2. Due notice must be in writing and must be submitted to the authorized officer of her agency or the authorized official at least forty-five (45) days before the end of the female worker's

maternity leave. However, no prior notice shall be necessary in the event of a medical emergency but subsequent notice shall be given to the authorized official.

C. Allocation of Maternity Leave Credits

C.1. A female employee may avail of the option to allocate up to seven (7) days of her maternity leave to the child's father, whether or not she is married to him. The allocated leave is over and above the seven (7)-day paternity leave benefit under R.A. No. 8187 or the "Paternity Leave Act of 1996".

C.2. In case of death, absence or incapacity of the child's father, the female employee may allocate to an alternate caregiver who may be a relative within the fourth degree of consanguinity or current partner sharing the same household, taking into account the best interest of the child.

C.3. The allocated leave may be enjoyed by the child's father or the alternate caregiver either in a continuous or in an intermittent manner not later than the period of the maternity leave availed of.

C.4. The allocation of maternity leave shall only be available to the child's father or alternate caregiver who are employed either in the public or private sector.

C.5. The option to allocate is not applicable to maternity leave in cases of miscarriage and emergency termination of pregnancy.

C.6. Civil Service (CS) Form No. 6a, s. 2020 shall be used as notice of allocation of maternity leave and shall be submitted to the authorized officer of the agency with the filled out Application for Leave form (CS Form No. 6, Revised 2020) and proof of relationship.

C.7. In the event the female employee dies or is permanently incapacitated, the balance of her maternity leave benefits, if any, shall accrue to the child's father or the alternate caregiver, subject to the following conditions:

- That the maternity leave benefits have not yet been commuted to cash; and
- That a certified true copy of the death certificate or medical certificate or abstract are presented to the agencies/employers of both the female employee and child's father or alternate caregiver.

C.8. In case full pay has been given to the female employee, the child's father or alternate caregiver, as the case may be, shall only be excused from work (leave without pay). Such leave without pay by the child's father or alternate caregiver shall not be considered as a gap in the service.

D. Grant of Paternity Leave

D.1. Every married male employee in the government service shall be entitled to paternity leave of seven (7) working days with full pay for the first four (4) deliveries, whether childbirth or miscarriage, of his legitimate spouse with whom he is cohabiting.

D.2. The first of the four (4) deliveries shall be reckoned from the effectivity of the Paternity Leave Act on July 15, 1996.

D.3. A male employee with more than one (1) legal spouse shall be entitled to avail of paternity leave for an absolute maximum of four (4) deliveries regardless of whoever among his spouses deliver.

D.4. Paternity leave of seven (7) days shall be non-cumulative and strictly non-convertible to cash. The same may be enjoyed either in a continuous or in an intermittent manner by the employee on the days immediately before, during and after the delivery of his legitimate spouse, but not later than the period of the maternity leave availed of by the spouse.

D.5. A married male employee shall be entitled to paternity leave by accomplishing and filing the Application for Leave form (CS Form No. 6, Revised 2020) within reasonable period, e.g., one (1) week, prior to the expected delivery except in cases of miscarriage and abnormal deliveries. Approval of the leave application shall be mandatory on the part of the approving authority unless the services of the male employee are urgently needed to preserve life and property in which case the male employee shall be entitled to overtime pay.

D.6. Any employee who has availed of the paternity leave may be required to furnish his office a certified true copy of his marriage contract, birth certificate of the newborn child, medical certificate with pathology report in case of miscarriage duly signed by the attending physician or midwife showing the actual date of delivery.

E. Grant of Adoption Leave

E.1. A female government employee, regardless of her civil status and employment status, and length of service who qualifies as an adoptive parent under R.A. No. 8552 or the “Domestic Adoption Act of 1998” and whose prospective adoptee is below seven (7) years of age as of placement, shall be qualified to avail adoption leave of sixty (60) days with full pay, which leave shall be enjoyed in a continuous and uninterrupted manner. If she is married, her legitimate spouse (government employee) can avail of adoption leave of seven (7) days with full pay which shall be enjoyed in a continuous or in an intermittent manner.

E.2. A single male government employee, regardless of employment status and length of service who qualifies as an adoptive parent under R.A. No. 8552 and whose adoptee is below seven (7) years of age as of placement, shall be entitled to adoption leave of sixty (60) days with full pay, which leave shall be enjoyed in a continuous and uninterrupted manner. The same privilege may also be enjoyed by a married male employee with an unemployed (wife) spouse.

E.3. Adoption leave shall provide an opportunity for the prospective adoptee and the adoptive parent/s to develop bonding similar to that between a child and his/her biological parents. “Application for adoption leave shall be filed using Civil Service (CS) Form No. 6, Revised 2020, and accompanied by an authenticated copy of the Pre-Adoptive Placement Authority issued by the Department of Social Welfare and Development (DSWD), if the leave will be availed of before the grant of petition for adoption.



E.4. If adoption leave is availed after the grant of the petition for adoption, the application for leave shall be accompanied by the authenticated copies of the Decree of Adoption issued by the proper court.”

F. All employees shall use the prescribed revised Application for Leave Form (CS Form No. 6, Revised 2020) with the Instructions and Requirements found in the back of the application and the Notice of Allocation of Maternity Leave (CS Form No. 6a, s. 2020). The forms are downloadable in the HRDO website at <https://hrdo.upm.edu.ph/?q=node/10>.

Also, the use of CS Form No. 41 (prescribed medical certificate) for leave application shall be discontinued. Consequently, employees may secure a medical certificate issued by a government or non-government physician in whatever form in support of their application for leave, provided that the medical certificate bears complete details of the physician (e.g. name and PRC/license, PTR and S2 numbers), the employee, and the employee's condition/state of health and the inclusive period of sick leave.

In line with this, the use of CSC Form No. 6 in all government mandated leaves and CSC Form No. 6a for the allocation of maternity leave, shall take effect on 1 January 2022.

For your information and compliance.


Carmencita D. Padilla, MD, MAHPS
Professor and Chancellor 



APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT CAD-HRDO	2. NAME: (Last) Arellano	(First) Loudellee	(Middle) Samonte
3. DATE OF FILLING 16June 2021	4. Position/Designation Administrative Aide IV		5. SALARY P14,511.00

6. DETAILS OF APPLICATION

<p>6.A TYPE OF LEAVE TO BE AVAILED OF</p> <p><input type="checkbox"/> Vacation Leave (Sec. 5, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> Mandatory/Forced Leave (Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No.292)</p> <p><input type="checkbox"/> Sick Leave (Sec.43, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> Maternity Leave (R.A. No. 11210/ IRR by CSC, DOLE and SSS)</p> <p><input type="checkbox"/> Paternity Leave (R.A. No. 8187/ CSC MC. No. 71 S. 1998 as amended)</p> <p><input type="checkbox"/> Special Privilege Leave (Sec. 21 Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> Solo Parent Leave (R.A. No.8972 / CSC MC No. 8, S.2004)</p> <p><input type="checkbox"/> Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> 10-Day VAWC Leave (R.A. No. 9262 /CSC MC. NO. 15, s. 2005)</p> <p><input type="checkbox"/> Rehabilitation Privilege (Sec.55, Rule XVI, Omnibus Rules Implementing E.O. NO. 292)</p> <p><input type="checkbox"/> Special Leave Benenfits (R.A. No. 9710/ CSC MC. NO. 25, s. 2010)</p> <p><input type="checkbox"/> Special Emergency (Calamity) Leave (CSC MC. No. 2 s, 2012 as amended)</p> <p><input type="checkbox"/> Adoption Leave (R.A. No. 8552)</p> <p>Others: _____</p>	<p>6.B DETAILS OF LEAVE</p> <p>In case of Vacation/Special Privilege Leave :</p> <p><input type="checkbox"/> Within the Philippines _____</p> <p><input type="checkbox"/> Abroad (Specify) _____</p> <p>In case of Sick Leave:</p> <p><input type="checkbox"/> In Hospital (Specify Illness) _____</p> <p><input type="checkbox"/> Out Patient (Specify Illness) _____</p> <p>In case of Special Leave Benefits for Women (Specify Illness) _____</p> <p>In case of Study Leave :</p> <p><input type="checkbox"/> Completion of Master's Degree _____</p> <p><input type="checkbox"/> BAR/Board Examination Review _____</p> <p>Other purpose:</p> <p><input type="checkbox"/> Monetization of Leave Credits _____</p> <p><input type="checkbox"/> Terminal Leave _____</p>
6.C NUMBER OF WORKING DAYS APPLIED FOR _____ INCLUSIVE DATES _____	6.D COMMUTATION <input type="checkbox"/> Not Requested <input type="checkbox"/> Requested
Signature of the Applicant _____	

7. DETAILS OF ACTION ON APPLICATION

<p>7.A. CERTIFICATION OF LEAVE CREDITS</p> <p>as of _____</p> <table border="1" style="width: 100%;"> <tr> <td></td> <td>Vacation Leave</td> <td>Sick Leave</td> </tr> <tr> <td>Total Earned</td> <td></td> <td></td> </tr> <tr> <td>Less this application</td> <td></td> <td></td> </tr> <tr> <td>Balance</td> <td></td> <td></td> </tr> </table> <p>_____ (Head)</p>		Vacation Leave	Sick Leave	Total Earned			Less this application			Balance			<p>7.B. RECOMMENDATION</p> <p><input type="checkbox"/> approval <input type="checkbox"/> disapproval due to _____</p> <p>_____ (Immediate Supervisor)</p>
	Vacation Leave	Sick Leave											
Total Earned													
Less this application													
Balance													

<p>6.c. APPROVED FOR:</p> <p>_____ days with pay</p> <p>_____ days without pay</p> <p>_____ others</p>	<p>6.d. DISAPPROVED DUE TO:</p> <p>_____</p> <p>_____</p>
<p>_____ (AUTHORIZED OFFICIAL)</p>	



APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT CAD-HRDO	2. NAME: (Last) Arellano	(First) Loudellee	(Middle) Samonte
3. DATE OF FILLING 16June 2021	4. Position/Designation Administrative Aide IV		5. SALARY P14,511.00

6. DETAILS OF APPLICATION

<p>6.A TYPE OF LEAVE TO BE AVAILED OF</p> <p><input type="checkbox"/> Vacation Leave (Sec. 5, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> Mandatory/Forced Leave (Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No.292)</p> <p><input type="checkbox"/> Sick Leave (Sec.43, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> Maternity Leave (R.A. No. 11210/ IRR by CSC, DOLE and SSS)</p> <p><input type="checkbox"/> Paternity Leave (R.A. No. 8187/ CSC MC. No. 71 S. 1998 as amended)</p> <p><input type="checkbox"/> Special Privilege Leave (Sec. 21 Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> Solo Parent Leave (R.A. No.8972 / CSC MC No. 8, S.2004)</p> <p><input type="checkbox"/> Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> 10-Day VAWC Leave (R.A. No. 9262 /CSC MC. NO. 15, s. 2005)</p> <p><input type="checkbox"/> Rehabilitation Privilege (Sec.55, Rule XVI, Omnibus Rules Implementing E.O. NO. 292)</p> <p><input type="checkbox"/> Special Leave Benenfits (R.A. No. 9710/ CSC MC. NO. 25, s. 2010)</p> <p><input type="checkbox"/> Special Emergency (Calamity) Leave (CSC MC. No. 2 s, 2012 as amended)</p> <p><input type="checkbox"/> Adoption Leave (R.A. No. 8552)</p> <p>Others: _____</p>	<p>6.B DETAILS OF LEAVE</p> <p>In case of Vacation/Special Privilege Leave :</p> <p><input type="checkbox"/> Within the Philippines _____</p> <p><input type="checkbox"/> Abroad (Specify) _____</p> <p>In case of Sick Leave:</p> <p><input type="checkbox"/> In Hospital (Specify Illness) _____</p> <p><input type="checkbox"/> Out Patient (Specify Illness) _____</p> <p>In case of Special Leave Benefits for Women (Specify Illness) _____</p> <p>In case of Study Leave :</p> <p><input type="checkbox"/> Completion of Master's Degree _____</p> <p><input type="checkbox"/> BAR/Board Examination Review _____</p> <p>Other purpose:</p> <p><input type="checkbox"/> Monetization of Leave Credits _____</p> <p><input type="checkbox"/> Terminal Leave _____</p>
6.C NUMBER OF WORKING DAYS APPLIED FOR _____ INCLUSIVE DATES _____	6.D COMMUTATION <input type="checkbox"/> Not Requested <input type="checkbox"/> Requested
Signature of the Applicant _____	

7. DETAILS OF ACTION ON APPLICATION

<p>7.A. CERTIFICATION OF LEAVE CREDITS</p> <p>as of _____</p> <table border="1" style="width: 100%;"> <tr> <td></td> <td>Vacation Leave</td> <td>Sick Leave</td> </tr> <tr> <td>Total Earned</td> <td></td> <td></td> </tr> <tr> <td>Less this application</td> <td></td> <td></td> </tr> <tr> <td>Balance</td> <td></td> <td></td> </tr> </table> <p>_____ (Head)</p>		Vacation Leave	Sick Leave	Total Earned			Less this application			Balance			<p>7.B. RECOMMENDATION</p> <p><input type="checkbox"/> approval <input type="checkbox"/> disapproval due to _____</p> <p>_____ (Immediate Supervisor)</p>
	Vacation Leave	Sick Leave											
Total Earned													
Less this application													
Balance													

<p>6.c. APPROVED FOR:</p> <p>_____ days with pay</p> <p>_____ days without pay</p> <p>_____ others</p>	<p>6.d. DISAPPROVED DUE TO:</p> <p>_____</p> <p>_____</p>
<p>_____ (AUTHORIZED OFFICIAL)</p>	

INSTRUCTIONS AND REQUIREMENTS

Application for any type of leave shall be made on this Form and **to be accomplished at least in duplicate** with documentary requirements, as follows:

1. Vacation leave*

It shall be filed five (5) days in advance, whenever possible, of the effective date of such leave. Vacation leave within the Philippines or abroad shall be indicated in the form for purposes of securing travel authority and completing clearance from money and work accountabilities.

2. Mandatory/Forced leave

Annual five-day vacation leave shall be forfeited if not taken during the year. In case the scheduled leave has been cancelled in the exigency of the service by the head of agency, it shall no longer be deducted from the accumulated vacation leave. Availment of one (1) day or more Vacation Leave (VL) shall be considered for complying the mandatory/forced leave subject to the conditions under Section 25, Rule XVI of the Omnibus Rules Implementing E.O. No. 292.

3. Sick leave*

- It shall be filed immediately upon employee's return from such leave.
- If filed in advance or exceeding five (5) days, application shall be accompanied by a **medical certificate**. In case medical consultation was not availed of, an **affidavit** should be executed by an applicant.

4. Maternity leave* – 105days

- Proof of pregnancy e.g. ultrasound, doctor's certificate on the expected date of delivery
- Accomplished Notice of Allocation of Maternity Leave Credits (CS Form No. 6a), if needed
- Seconded female employees shall enjoy maternity leave with full pay in the recipient agency.

5. Paternity leave – 7 days

Proof of child's delivery e.g. birth certificate, medical certificate and marriage contract

6. Special Privilege leave – 3 days

It shall be filed/approved for at least one (1) week prior to availment, except on emergency cases. Special privilege leave within the Philippines or abroad shall be indicated in the form for purposes of securing travel authority and completing clearance from money and work accountabilities.

7. Solo Parent leave – 7 days

It shall be filed in advance or whenever possible five (5) days before going on such leave with updated Solo Parent Identification Card.

8. Study leave* – up to 6 months

- Shall meet the agency's internal requirements, if any;
- Contract between the agency head or authorized representative and the employee concerned.

9. VAWC leave – 10 days

- It shall be filed in advance or immediately upon the woman employee's return from such leave.
- It shall be accompanied by any of the following supporting documents:
 - a. Barangay Protection Order (BPO) obtained from the barangay;
 - b. Temporary/Permanent Protection Order (TPO/PPO) obtained from the court;
 - c. If the protection order is not yet issued by the barangay or the court, a certification issued by the Punong Barangay/Kagawad or Prosecutor or the Clerk of Court that the application for the BPO,

TPO or PPO has been filed with the said office shall be sufficient to support the application for the ten-day leave; or

d. In the absence of the BPO/TPO/PPO or the certification, a police report specifying the details of the occurrence of violence on the victim and a medical certificate may be considered, at the discretion of the immediate supervisor of the woman employee concerned.

10. Rehabilitation leave* – up to 6 months

- Application shall be made within one (1) week from the time of the accident except when a longer period is warranted.
- Letter request supported by relevant reports such as the police report, if any,
- Medical certificate on the nature of the injuries, the course of treatment involved, and the need to undergo rest, recuperation, and rehabilitation, as the case may be.
- Written concurrence of a government physician should be obtained relative to the recommendation for rehabilitation if the attending physician is a private practitioner, particularly on the duration of the period of rehabilitation.

11. Special leave benefits for women* – up to 2 months

- The application may be filed in advance, that is, at least five (5) days prior to the scheduled date of the gynecological surgery that will be undergone by the employee. In case of emergency, the application for special leave shall be filed immediately upon employee's return but during confinement the agency shall be notified of said surgery.
- The application shall be accompanied by a medical certificate filled out by the proper medical authorities, e.g. the attending surgeon accompanied by a clinical summary reflecting the gynecological disorder which shall be addressed or was addressed by the said surgery; the histopathological report; the operative technique used for the surgery; the duration of the surgery including the peri-operative period (period of confinement around surgery); as well as the employees estimated period of recuperation for the same.

12. Special Emergency (Calamity) leave – up to 5 days

- The special emergency leave can be applied for a maximum of five (5) straight working days or staggered basis within thirty (30) days from the actual occurrence of the natural calamity/disaster. Said privilege shall be enjoyed once a year, not in every instance of calamity or disaster.
- The head of office shall take full responsibility for the grant of special emergency leave and verification of the employee's eligibility to be granted thereof. Said verification shall include: validation of place of residence based on latest available records of the affected employee; verification that the place of residence is covered in the declaration of calamity area by the proper government agency; and such other proofs as may be necessary.

13. Monetization of leave credits

Application for monetization of fifty percent (50%) or more of the accumulated leave credits shall be accompanied by letter request to the head of the agency stating the valid and justifiable reasons.

14. Terminal leave*

Proof of employee's resignation or retirement or separation from the service.

15. Adoption Leave

Application for adoption leave shall be filed with an authenticated copy of the Pre-Adoptive Placement Authority issued by the Department of Social Welfare and Development (DSWD).

* For leave of absence for thirty (30) calendar days or more and terminal leave, application shall be accompanied by a clearance from money, property and work-related accountabilities (pursuant to CSC Memorandum Circular No. 2, s. 1985).

INSTRUCTIONS AND REQUIREMENTS

Application for any type of leave shall be made on this Form and **to be accomplished at least in duplicate** with documentary requirements, as follows:

1. Vacation leave*

It shall be filed five (5) days in advance, whenever possible, of the effective date of such leave. Vacation leave within the Philippines or abroad shall be indicated in the form for purposes of securing travel authority and completing clearance from money and work accountabilities.

2. Mandatory/Forced leave

Annual five-day vacation leave shall be forfeited if not taken during the year. In case the scheduled leave has been cancelled in the exigency of the service by the head of agency, it shall no longer be deducted from the accumulated vacation leave. Availment of one (1) day or more Vacation Leave (VL) shall be considered for complying the mandatory/forced leave subject to the conditions under Section 25, Rule XVI of the Omnibus Rules Implementing E.O. No. 292.

3. Sick leave*

- It shall be filed immediately upon employee's return from such leave.
- If filed in advance or exceeding five (5) days, application shall be accompanied by a **medical certificate**. In case medical consultation was not availed of, an **affidavit** should be executed by an applicant.

4. Maternity leave* – 105days

- Proof of pregnancy e.g. ultrasound, doctor's certificate on the expected date of delivery
- Accomplished Notice of Allocation of Maternity Leave Credits (CS Form No. 6a), if needed
- Seconded female employees shall enjoy maternity leave with full pay in the recipient agency.

5. Paternity leave – 7 days

Proof of child's delivery e.g. birth certificate, medical certificate and marriage contract

6. Special Privilege leave – 3 days

It shall be filed/approved for at least one (1) week prior to availment, except on emergency cases. Special privilege leave within the Philippines or abroad shall be indicated in the form for purposes of securing travel authority and completing clearance from money and work accountabilities.

7. Solo Parent leave – 7 days

It shall be filed in advance or whenever possible five (5) days before going on such leave with updated Solo Parent Identification Card.

8. Study leave* – up to 6 months

- Shall meet the agency's internal requirements, if any;
- Contract between the agency head or authorized representative and the employee concerned.

9. VAWC leave – 10 days

- It shall be filed in advance or immediately upon the woman employee's return from such leave.
- It shall be accompanied by any of the following supporting documents:
 - a. Barangay Protection Order (BPO) obtained from the barangay;
 - b. Temporary/Permanent Protection Order (TPO/PPO) obtained from the court;
 - c. If the protection order is not yet issued by the barangay or the court, a certification issued by the Punong Barangay/Kagawad or Prosecutor or the Clerk of Court that the application for the BPO,

TPO or PPO has been filed with the said office shall be sufficient to support the application for the ten-day leave; or

h. In the absence of the BPO/TPO/PPO or the certification, a police report specifying the details of the occurrence of violence on the victim and a medical certificate may be considered, at the discretion of the immediate supervisor of the woman employee concerned.

10. Rehabilitation leave* – up to 6 months

- Application shall be made within one (1) week from the time of the accident except when a longer period is warranted.
- Letter request supported by relevant reports such as the police report, if any,
- Medical certificate on the nature of the injuries, the course of treatment involved, and the need to undergo rest, recuperation, and rehabilitation, as the case may be.
- Written concurrence of a government physician should be obtained relative to the recommendation for rehabilitation if the attending physician is a private practitioner, particularly on the duration of the period of rehabilitation.

11. Special leave benefits for women* – up to 2 months

- The application may be filed in advance, that is, at least five (5) days prior to the scheduled date of the gynecological surgery that will be undergone by the employee. In case of emergency, the application for special leave shall be filed immediately upon employee's return but during confinement the agency shall be notified of said surgery.
- The application shall be accompanied by a medical certificate filled out by the proper medical authorities, e.g. the attending surgeon accompanied by a clinical summary reflecting the gynecological disorder which shall be addressed or was addressed by the said surgery; the histopathological report; the operative technique used for the surgery; the duration of the surgery including the peri-operative period (period of confinement around surgery); as well as the employees estimated period of recuperation for the same.

12. Special Emergency (Calamity) leave – up to 5 days

- The special emergency leave can be applied for a maximum of five (5) straight working days or staggered basis within thirty (30) days from the actual occurrence of the natural calamity/disaster. Said privilege shall be enjoyed once a year, not in every instance of calamity or disaster.
- The head of office shall take full responsibility for the grant of special emergency leave and verification of the employee's eligibility to be granted thereof. Said verification shall include: validation of place of residence based on latest available records of the affected employee; verification that the place of residence is covered in the declaration of calamity area by the proper government agency; and such other proofs as may be necessary.

13. Monetization of leave credits

Application for monetization of fifty percent (50%) or more of the accumulated leave credits shall be accompanied by letter request to the head of the agency stating the valid and justifiable reasons.

14. Terminal leave*

Proof of employee's resignation or retirement or separation from the service.

15. Adoption Leave

Application for adoption leave shall be filed with an authenticated copy of the Pre-Adoptive Placement Authority issued by the Department of Social Welfare and Development (DSWD).

* For leave of absence for thirty (30) calendar days or more and terminal leave, application shall be accompanied by a clearance from money, property and work-related accountabilities (pursuant to CSC Memorandum Circular No. 2, s. 1985).



UNIVERSITY OF THE PHILIPPINES MANILA
The Health Sciences Center

NOTICE OF ALLOCATION OF MATERNITY LEAVE

I. FOR FEMALE EMPLOYEE

NAME (Last Name, First Name, Name Extension, if any, and Middle Name)	POSITION
HOME ADDRESS	AGENCY and ADDRESS
CONTACT DETAILS (Phone number and e-mail address)	
<p align="center"><i>I am allocating ____ days (7 days max.) of my 105-day maternity leave to Mr./Ms. _____, which benefit is granted under Republic Act No. 11210 or the 105-Day Expanded Maternity Law. Attached is the proof of our relationship.</i></p>	
SIGNATURE OVER PRINTED NAME	DATE

II. FOR CHILD'S FATHER/ALTERNATE CAREGIVER

NAME (Last Name, First Name, Name Extension, if any, and Middle Name)	POSITION
HOME ADDRESS	AGENCY / EMPLOYER and ADDRESS
CONTACT DETAILS (Phone number and e-mail address)	
RELATIONSHIP TO THE FEMALE EMPLOYEE (Please mark the box with "x") <input type="checkbox"/> Child's father <input type="checkbox"/> Alternate caregiver <input type="checkbox"/> Relative within fourth degree of consanguinity (Specify: _____) <input type="checkbox"/> Current partner sharing the same household	<p align="center"><i>I accept the allocated ____ days of the 105-day maternity leave from the abovementioned female employee and I/we submit the attached proof of our relationship. It is understood that the allocated maternity leave is for the care of our/her newborn child.</i></p>
	SIGNATURE OVER PRINTED NAME DATE

PROOF OF RELATIONSHIP			
<i>(Please mark the box with "x" and attach a photocopy of the document)</i>			
<input type="checkbox"/> Child's Birth Certificate	<input type="checkbox"/> Marriage Certificate	<input type="checkbox"/> Barangay Certificate	<input type="checkbox"/> Other bona fide document/s that can prove filial relationship

III. FOR THE HRMO AND THE HEAD OF OFFICE/AUTHORIZED OFFICIAL

<p><i>I certify that Ms. _____ has a maternity leave balance of ____ days. Furthermore, I have reviewed and evaluated the attached supporting document/s and find the herein allocation of maternity leave in order.</i></p>	APPROVED:
	_____ SIGNATURE OVER PRINTED NAME Head of Office/Authorized Official _____ DATE
_____ SIGNATURE OVER PRINTED NAME HRMO DATE	
AGENCY, ADDRESS and CONTACT DETAILS	

Instructions

1. The form shall be used as written notice of the female employee to her agency regarding her allocation of a maximum of seven (7) days from the 105-day expanded maternity leave.
2. The form shall be accomplished in three (3) copies: copy for the female employee; copy for the agency; and copy for the agency/employer of the child's father/alternate caregiver.
3. The form with proof of relationship shall be attached to the Application for Leave (CS Form No. 6) of the female employee.
4. The authorized official shall forward the copy for the agency/employer of the child's father/alternate caregiver.
5. Item I of the form shall be accomplished by the female employee. She shall provide the required personal and agency information, the number of maternity leave days sought to be allocated and the name of the recipient of the allocated leave. She shall affix her signature over printed name with date of signing.
6. Item II of the form shall be accomplished by the child's father/alternate caregiver. He/she shall provide the required personal and agency/employer information and he/she shall affix his/her signature over printed name with date of signing.
7. Item III of the form shall reflect the name of the female employee and her maternity leave balance. This part shall be accomplished and signed by the Human Resource Management Officer (HRMO) in the agency. It is a ministerial duty of the head of office or his/her authorized official to approve said allocation and indicate the date of signing. The agency, thru the HRMO, is responsible to forward a copy of the accomplished form to the agency/employer of the child's father/alternate caregiver.