MEMORANDUM ORDER NO. 04
Series of 2002

SUBJECT: OFFICE POLICY ON VACATION / SICK LEAVE OF ABSENCE

It has been observed that despite the issuance of Memorandum Order No. 25, s. of 1997 providing for the guidelines on the filing of applications for leaves of absence, a number of POEA officials/employees still fail to observe the proper procedure in the filing of applications for leaves of absence.

It is for this purpose that the office policy on vacation/sick leave is reiterated and with some amendments pursuant to existing Civil Service rules and regulations, as follows:

I. General Policy

A. Vacation Leave

1. Application for vacation leave, duly approved by the proper official/s, for one full day or more but less than thirty (30) calendar days should be filed at the HRD Division at least five (5) working days prior to effectivity of such leave using the prescribed form. On the other hand, application for leave of absence for a period of thirty (30) calendar days or more should be filed at least ten (10) work days prior to effectivity. Employees applying for leave of absence, however, must first request from the HRD Division their latest leave balance before submission of said application to their immediate supervisor for approval.

2. All applications for vacation leave should clearly indicate reason/s for such leave.

3. Application for vacation leave for reason of travel (local or foreign) may be allowed for a period of thirty (30) calendar days provided that the same is favorably endorsed by concerned official/s. Requests for extension of leave of absence irregardless of the number of days covered shall be decided on a case-to-case basis by the POEA Administrator.

4. In no instance, shall leaves of absences be allowed for reason of employment, local or overseas.
5. Approval of vacation leave is contingent upon the needs of the office. As such, the approval of such leave is discretionary on the part of the POEA. The mere filing of an application for leave of absence does not entitle an employee or official to go on leave outright. The employee or official concerned must see to it that his/her application for leave of absence has been approved by the proper official/s before taking such leave.

6. Applications for leaves of absence submitted to the HRD Division without the approval of proper official/s shall be considered unauthorized/disapproved.

B. Sick Leave

1. Application for sick leave of absence should be filed immediately upon the employee's/official's return from such leave. During the period of absence, the employee/official concerned should inform his immediate superior of his/her inability to report for work due to illness. Late filing of applications for sick leaves of absence shall be considered unauthorized. On the other hand, immediate supervisors are reminded to report to the HRD Division/concerned Desk Officers of the absence of their staff for proper recording and monitoring.

2. Employees claiming to have been afflicted with a communicable disease and/or serious illness as reason for leave of absence covering five (5) days or more should secure clearance from the POEA physician before reporting to their respective offices. Said clearance must be submitted to immediate superior together with the appropriate application for leave. The physician's clearance is being required to determine whether an employee is already fit to resume work or should still be required to rest for a specific number of days.

3. Application for sick leave of absence taken for five (5) working days or more should be supported by a medical certificate. However, the Administrator or the immediate superior of the employee may require submission of medical certificate even if said sick leave covers one day.

4. In cases where an employee will undergo a medical examination or a scheduled operation or has been advised to rest due to ill health, the appropriate application for leave may be filed in advance duly supported by a medical certificate stating inclusive dates.

5. Employee/official applying for staggered sick leave of absence in excess of 2.5 days in a month shall be required to submit a medical certificate.
II. Approving Official/s

All applications for leaves of absence, irregardless of the reason for such leave, shall be acted upon by the official/s authorized to recommend and/or approve the same, as indicated in the attached schedule.

III. Responsibilities

1. Office of the Directors/Branch Managers/ Division Chiefs shall have the following responsibilities:
   
   1.1 Ensure that employees under their supervision follow the proper procedure in the filing of application for leave;

   1.2 Ensure that all application for leaves of absences submitted by their staff for approval are certified by the HRD Division as to the number of available leave credits.

   1.3 Report to HRD Division, employees who have been absent for two consecutive dates or more without notice as well as those claiming illness as reason for such leave. Respective Branch Managers/Division Chiefs shall be held responsible for overpayment of salaries received by their subordinates due to insufficient leave credits should they fail to report the same.

2. HRD Division

   2.1 Monitor employees’/officials’ compliance to office policy regarding leave of absence;

   2.2 Issue written reminder and/or warning to employees found to have violated the policy on leave of absence;

   2.3 Formally inform the employee/official whose application for leave of absence has been disapproved due to non-compliance of reasonable office policy on leave of absence;

   2.4 Recommend to the Deputy Administrator for Management Services appropriate action/s to be taken against employees who:

   2.4.1 have been found misrepresenting application for leave of absence;

   2.4.2 have continued to disregard office policy on leave of absences despite written reminders;

   2.4.3 have incurred unauthorized absences exceeding the allowable 2.5 days monthly leave credit;
2.4.4 have been on absence without approved leave (AWOL) for at least thirty (30) calendar days;
2.4.5 have been frequently absent by reason of illness.

IV. Effectivity

This Order shall take effect immediately. All orders earlier issued inconsistent herewith are hereby revoked.

For strict implementation and compliance.

ROSALINDA DIMAPILIS BALDOZ
Administrator

01 February 2002
| Position Level of the Employee/Officer Applying for Leave of Absence | Rank & File (Spv, LEO & below) | Division Chiefs | Director II | Rank & File | Division Chiefs | Director II | Rank & File | Division Chiefs | Director II |
|---|---|---|---|---|---|---|---|---|---|---|
| Number of Working Days Applied | one-half (1/2) day to five days | six days & above but less than 22 days (30 calendar days) | 22 working days (30 calendar days) & above |
| Approving Official | Director II | Office Director | Deputy Administrator concerned | Office Director | Deputy Administrator concerned | Administrator | Administrator | Administrator |
| Recommending Approval | Division Chief | Director II | Office Director | (initiated by Division Chief) | Director II | (initiated by Director II) | Deputy Administrator | Deputy Administrator | Deputy Administrator |

Note: All requests for extension of leave regardless of the number of days applied shall be approved by the POEA Administrator.
**SCHEDULE OF SIGNATORIES**
Application for Vacation/Sick Leave - For Presidential Appointees other than the Head of Agency
(pursuant to DOLE A.O. No. 81, s. of 1988)

<table>
<thead>
<tr>
<th>Number of Working Days Applied</th>
<th>Recommending Approval</th>
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<tbody>
<tr>
<td>22 working days (30 calendar days) and below</td>
<td>Deputy Administrator concerned</td>
<td>POEA Administrator</td>
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<tr>
<td>More than 22 working days (30 calendar days)</td>
<td>POEA Administrator</td>
<td>** USEC for Employment &amp; Manpower Development</td>
</tr>
<tr>
<td>Terminal Leave</td>
<td>POEA Administrator</td>
<td>DOLE Secretary</td>
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**May approve after the words "By authority of the Secretary" provided the service can be spared without detriment to the interest of the public service.**

**SCHEDULE OF SIGNATORIES**
Application for Vacation/Sick Leave - HEAD OF AGENCY
(pursuant to DOLE A.O. No. 81, s. of 1988)

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