

1. Leave Administration Services (Vacation Leave, Mandatory/Forced Leave, Sick Leave, Maternity Leave, Paternity Leave, Special Privilege Leave, Solo Parent Leave, and Rehabilitation Leave, Special Leave Benefits for Women, Special Emergency (Calamity) Leave, Adoption Leave, Study Leave and 10-Day VAWC Leave)

These services process the formal request of elective officials, permanent, casual, and coterminous employees in availing leave credits to provide flexibility for them to address health concerns, take breaks for personal well-being, and manage unexpected life events or obligations.

Office or Division:	Human Resource Management Office	
Classification:	Complex	
Type of Transaction:	G2G– Government to Government	
Who may avail:	Elective Officials, Permanent, Casual, and Coterminous Employees.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Approved Leave Application (2 copies)		Mayor's Office / Vice Mayor's Office
2. Other requirements of each leave application: 2.1 Vacation Leave (must be filed 5 days in advance), Mandatory/Forced Leave, and Special Privilege Leave (must be filed 1 week prior to availment): 2.1.1 Approved Leave Plan 2.2 Sick Leave (filed immediately upon return): •Medical Certificate; or		Human Resource Management Office Attending Physician Applicant

<ul style="list-style-type: none"> •Applicant's Affidavit (if medical consultation was not availed) <p>2.3 Maternity Leave - 105 Days:</p> <p>2.3.1 Proof of Pregnancy</p> <ul style="list-style-type: none"> •Ultrasound; or •Doctor's Certificate on the expected date of delivery <p>2.4 Paternity Leave:</p> <p>2.4.1 Proof of Child's Delivery</p> <ul style="list-style-type: none"> •Birth Certificate; or •Medical Certificate <p>2.4.2 Marriage Contract</p> <p>2.5 Solo Parent Leave - 7 Days (must be filed in advance or whenever possible 5 days before scheduled leave):</p> <p>2.5.1 Solo Parent Identification Card</p> <p>2.6 Study Leave – up to 6 Months:</p> <p>2.6.1 Contract between the agency head or authorized representative and the employee concerned;</p> <p>2.6.2 Transcript of Record (TOR) of the Bachelor's Degree that requires the passing of the bar or board licensure examination;</p> <p>2.6.3 Very Satisfactory (VS) rating for the last two rating periods.</p> <p>2.7 VAWC Leave – 10 Days (must be filed in advance or immediately</p>	<p>Attending Ob-Gyne</p> <p>Attending Ob-Gyne</p> <p>Local Civil Registrar Attending Ob-Gyne</p> <p>Local Civil Registrar</p> <p>Municipal Social Welfare and Development</p> <p>Applicant</p> <p>School</p> <p>Human Resource Management Office</p> <p>Barangay Court Barangay/Court</p>
---	---

upon the woman employee's return from leave):

- Barangay Protection Order (BPO); or
- Temporary/Permanent Protection Order (TPO/PPO); or
- If the protection order is not yet issued by the barangay or the court, a certification issued by the Punong Barangay/Barangay Kagawad or Prosecutor or the Clerk of the Court that the application for the BPO, TPO, or PPO has been filed with the said office; or
- Police Report (in the absence of the BPO/TPO/PPO or the certification specifying the details of the occurrence of violence on the victim)

2.8 Rehabilitation Leave – up to 6 Months (must be filed within 1 week from the time of the accident except when a longer period is warranted):

2.8.1 Police Report, if any;

2.8.2 Medical Certificate on the nature of injuries, the course of treatment involved, and the need to undergo rest, recuperation, and rehabilitation, as the case may be; and

2.8.3 Written concurrence of a government physician relative to the recommendation of rehabilitation if the attending physician is a private practitioner, particularly on the duration of the period of rehabilitation.

2.9 Special Leave Benefits for Women – up to 2 Months (must be filed at least 5 days prior to the scheduled date of gynecological surgery or upon employee's return in cases of emergency but must notify the agency during confinement):

Municipal Police Station

Municipal Police Station

Attending Physician

Government Physician

Attending Ob-Gyne

<p>2.9.1 Medical Certificate from the attending surgeon attached with clinical summary reflecting the gynecological disorder; histopathological report; operative technique used for the surgery; duration of the surgery including the preoperative period; as well as the employees estimated period of recuperation.</p> <p>2.10 Special Emergency (Calamity) Leave – up to 5 Days:</p> <p>2.10.1 Validation of place of residence based on the latest available records of the affected employee; and</p> <p>2.10.2 Verification that the place of residence is covered in the Declaration of calamity area by the proper government agency.</p> <p>2.11 Adoption Leave:</p> <p>2.11.1 Authenticated copy of the Pre-Adoptive Placement Authority.</p>		<p>Barangay</p> <p>Barangay</p> <p>Municipal Social Welfare and Development</p>		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out Request Form and Leave Application Form.	1.1 Receive filled-out Request Form and Leave Application Form.	None	5 minutes	<i>Process Server Human Resource Management Office</i>
	1.2 Entry of leave credits.	None	5 minutes	<i>Administrative Officer V (Human Resource Management Officer III)</i>

	1.3 Provide checklist of other requirements.	None	5 minutes	Human Resource Management Office <i>Administrative Officer V (Human Resource Management Officer III)</i> Human Resource Management Office
2. Submit complete requirements.	2.1 Receive and review submitted complete requirements.	None	1 hour	<i>Administrative Officer V (Human Resource Management Officer III)</i> Human Resource Management Office
	2.4 Process Leave Application, initials, and forward to Municipal Government Department Head I (Human Resource Management Officer) for review and signature.	None	1 day	<i>Administrative Officer V (Human Resource Management Officer III)</i> Human Resource Management Office <i>Municipal Government Department Head I (Human Resource Management Officer)</i> Human Resource Management Office
	2.5 Forward Leave Application and submitted complete requirements to the	None	3 days	

	Municipal Mayor/Municipal Vice Mayor for approval. 2.6 Receive approved Leave Application.	None	5 minutes	<i>Process Server</i> Human Resource Management Office <i>Municipal Mayor/Municipal Vice Mayor</i> Mayor's Office/Vice Mayor's Office <i>Process Server</i> Human Resource Management Office
3. Receive approved Leave Application and other supporting documents.	3.1 Record into logbook and release the approved Leave Application.	None	10 minutes	<i>Process Server</i> Human Resource Management Office
4. Accomplish Client Satisfaction Survey Form and drop into the Feedback Drop Box.	4.1 Request client to accomplish Client Satisfaction Survey Form and drop into the Feedback Drop Box	None	15 minutes	<i>Process Server</i> Human Resource Management Office
TOTAL:		None	4 days, 1 hour, 45 minutes	