



3. Application for Leave of Absence

Leave of Absence is generally defined as a privilege granted to employees not to report for work with or without pay as may be provided by law and prescribed in Rule XVI of the omnibus rules implementing book V of EO 292.

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| Office or Division: | Human Resource Division |
| Classification: | Simple Transactions |
| Type of Transaction: | G2C – Government to Citizen |
| Who may avail: | Employee who intends to apply for Leave of Absence |
| CHECKLIST OF REQUIREMENTS | |
| WHERE TO SECURE | |
| Application for Vacation Leave | |
| 1. Application for Leave (CSC Form No. 6, Revised 2020) | Human Resource Division/CSC Website |
| 2. Clearance (in excess of one month and for travel abroad) | |
| Application for Sick Leave | |
| 1. Application for Sick Leave (CSC Form No. 6, Revised 2020) | Human Resource Division /CSC Website |
| 2. Medical Certificate (at least 5 days successive sick leave) | Attending Physician |
| Application for Maternity Leave | |
| 1. Application for Leave (CSC Form No. 6, Revised 2020) | Human Resource Division /CSC Website |
| 2. Medical Certificate | Attending physical |
| Application for Special Privilege Leave, Mandatory Leave, Paternity Leave) | |
| 1. Application for Leave (CSC Form No. 6, Revised 2020) | Human Resource Division /CSC Website |
| Application for Rehabilitation Leave for Job-Related Injuries | |
| 1. Application for Leave (CSC Form No. 6, Revised 2020) | Human Resource Division /CSC Website |
| 2. Medical Certificate | Attending Physician |
| 3. Documentary Evidence (showing that the wounds or injuries were incurred in the performance of duty) | Traffic Management Group / Division concerned |
| Application for Calamity Leave | |
| 1. Application for Leave (CSC Form No. 6, Revised 2020) | Human Resource Division /CSC Website |
| 2. City/Barangay Certificate (Declaration of Calamity) | City / Barangay Government |



| Application for Special Leave Benefits under RA 9710 – Magna Carta of Women | | | | |
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| 1. Application for Leave (CSC Form No. 6, Revised 2020) | | Human Resource Division /CSC Website | | |
| 2. Medical Certificate | | Attending Physician | | |
| Application for Ten (10) Days Leave under RA 9262 – Violence Against Women and Their Children Act of 2004 | | | | |
| 1. Application for Leave (CSC Form No. 6, Revised 2020) | | Human Resource Division /CSC Website | | |
| 2. Medical Certificate | | Attending Physician | | |
| 3. Barangay Protection Order | | Barangay Government | | |
| 4. Temporary Protection | | Court | | |
| 5. Police Report specifying the details of the occurrence of violence on the victim | | PNP Office | | |
| Application for Paternity Leave | | | | |
| 1. Application for Leave (CSC Form No. 6, Revised 2020) | | Human Resource Division /CSC Website | | |
| 2. Birth Certificate of Newborn | | Local Civil Registry | | |
| Application for Parental Leave under Solo Parent Act | | | | |
| 1. Application for Leave (CSC Form No. 6, Revised 2020) | | Human Resource Division /CSC Website | | |
| 2. Solo Parent Identification Card | | City Government/City Social Welfare & Development Office | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Proceed to the Human Resource Division and submit completely filled-out Application for Leave (CSC Form No. 6, Revised 2020) with complete applicable requirements. | 1.1 The Clerk Processor receives and evaluates the application for leave and its supporting documents, if any. 1.2 The Clerk Processor checks the balances of the available leave credits on Leave Card/Ledger and process the application for leave of absence. | None | 5 minutes | <i>Clerk Processor</i> Human Resource Division |



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| | <p>b. General Manager</p> <p>iv. All other leave applications - for employees other than the Human Resource Division Manager</p> <p>v. All other leave applications - for the Human Resource Division Manager</p> | | | <p><i>Division Manager</i> Human Resource Division</p> <p><i>General Manager</i></p> |
| 3. No Activity | 3. The Clerk Processor records the approved application for leave of absence to the Leave Card/Ledger and file the same. | None | 5 minutes | <i>Clerk Processor</i> Human Resource Division |
| TOTAL: | | None | 18 minutes | <p><i>Note:</i> All application for Vacation Leave of absence for one (1) full day or more shall be submitted on the prescribed form for action by the Human Resource Division Manager, five (5) days in advance, whenever possible, of the</p> |



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| | | <p><i>effectivity of such leave. All application for sick leave of absence for one (1) full day or more shall be made on the prescribed form and shall be filed immediately upon employee's return from such leave.</i></p> | |
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