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Office of the President

8 December 2010

**MEMORANDUM CIRCULAR NO. 74**

Series of 2010

**T O: All VSU Female Faculty and Staff**

**R E: Special Leave for Female Government Workers Who Undergo Surgery**

The Civil Service Commission in its news release dated December 2, 2010 announced that:

***"Female government workers who undergo surgery entitled to special leave"***

*"Women employees in government who will undergo surgery due to gynecological disorders are now entitled to avail of special leave."*

*The Civil Service Commission (CSC), through Resolution No. 1000432 promulgated on November 22, 2010, has issued the guidelines for the availment of special leave benefit granted under Section 18 of Republic Act No. 9710, otherwise known as the Magna Carta of Women (MCW).*

*Covered by the special leave benefit are female employees in the public sector, regardless of age and civil status, who have rendered at least six months aggregate service for the last 12 months prior to undergoing surgery for gynecological disorders.*

*Under the CSC guidelines, the special leave shall be for a maximum period of two months per year with full pay based on her gross monthly compensation (monthly basic pay plus mandatory allowances). It may be used for the period covering the surgery until recuperation. Absence incurred from the pre-surgery period, as well as those in excess of the two months allowed under the special leave benefit, may be charged against the employee's earned leave credits.*

*The benefit covers procedures provided in the List of Surgical Operations for Gynecological Disorders formulated by a Technical Working Committee composed of obstetrician-gynecologists, surgeons and medical doctors.*

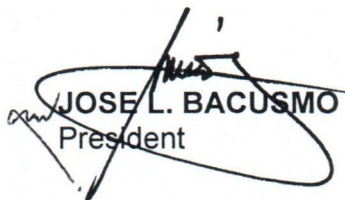
*Further, the CSC guidelines state that "the special leave benefit is non-cumulative and not convertible to cash.*

*The guidelines shall be implemented retroactively starting September 15, 2009 or the day the MCW took effect. This means that employees covered by the said guidelines who have undergone surgery and recuperation due to gynecological disorders from the said date onwards are allowed to avail of the special leave.*

*Those who used their sick or vacation leave credits for surgery and recuperation that occurred between September 15, 2009 and November 21, 2010, the day prior to issuance of the CSC guidelines, can have their leave credits restored."*

You may download a full copy of CSC Resolution No. 1000432 and CSC Memorandum Circular No. 25, s. 2010 from the Civil Service Commission website: [www.csc.gov.ph](http://www.csc.gov.ph)

For the information and guidance.

  
JOSE L. BACUSMO  
President