

# VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte, Philippines

## Office of the President

June 15, 1999

MEMORANDUM NO. 49  
Series of 1999

T O: **All VISCA Staff on Vacation-Sick Leave Status**  
SUBJECT: **Expanded Coverage of Special Leave Privileges**

Quoted hereunder for your information is the full text of CSC MC No. 06, series of 1999, dated March 9, 1999 to wit:

"CSC Resolution No. 99-0595, s. 1999 caused the amendment of Section 21 of CSC Memorandum Circular No. 41, s. 1998 in order to effect the equitable availment of special leave privileges to all qualified sectors of the bureaucracy, regardless of civil status and personal circumstances.

The amendment reads as follows:

Sec. 21. **Special leave privileges.** - In addition to the vacation, sick, maternity and paternity leave, officials and employees with or without existing Collective Negotiation Agreement (CNA), except teachers and those covered by special leave laws, are granted the following special leave privileges subject to the conditions hereunder stated:

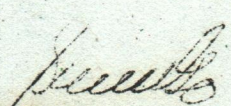
- a) *Personal milestones* such as birthdays/wedding/wedding anniversary celebrations and other similar milestones, including death anniversaries.
- b) *Parental obligations* such as attendance in school programs, PTA meetings, graduations, first communion, medical needs, among others where a child of the government employee is involved.
- c) *Filial obligations* to cover the employee's moral obligation toward his parents and siblings for their medical and social needs.



- d) *Domestic emergencies* such as sudden urgent repairs needed at home, sudden absence of a *yaya* or maid, and the like.
- e) *Personal transactions* to cover the entire range of transactions an individual does with government and private offices such as paying taxes, court appearances, arranging a housing loan, etc.
- f) *Calamity, accident hospitalization leave* pertain to force majeure events that affect the life, limb, and property of the employee or his immediate family.

1. An employee can still avail of his birthday or wedding anniversary leave if such occasion falls on either a Saturday, Sunday or Holiday, either before or after the occasion.
2. Employees applying for special privilege leaves shall no longer be required to present proof that they are entitled to avail of such leaves.
3. Three-day limit for a given year shall be strictly observed: an employee can avail of one special privilege leave for three (3) days or a combination of any of the leaves for maximum of three days in a given year. Special leave privileges are non-cumulative and strictly non-convertible to cash.
4. Immediate family in Rule 1 (Definition of Terms) refers to spouse, children, parents, unmarried brothers or sisters or any relative living under the same roof or dependent upon the employees for support.

This amendment shall take effect immediately".

  
**SAMUEL S. GO**  
President