



Republic of the Philippines

CIVIL SERVICE COMMISSION

MC No. 20 s. 1996

MEMORANDUM CIRCULAR

FOR : ALL HEADS OF DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL AND LOCAL GOVERNMENT INCLUDING GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS AND STATE COLLEGES AND UNIVERSITIES

SUBJECT : Clarification on the Grant of Special Privileges Under CSC Memorandum Circular No. 06, Series of 1996

The following clarification on the grant of special privileges under Memorandum Circular No. 06, series of 1996 is issued:

1. The availment of special privileges shall be limited as follows:
 - a. Paternity leave - superseded by RA 8187
 - b. Funeral/mourning leave - on the occasion of the death of a member of the immediate family of the employee
 - c. Graduation leave - on the occasion of the employee's, his/her spouse's or children's graduation
 - d. Enrollment - same as graduation leave
 - e. Wedding/anniversary leave - on the occasion of the employee's wedding and/or wedding anniversary, to be enjoyed on the actual date of marriage or anniversary
 - f. Birthday leave - on the occasion of the employee's actual birthday
 - g. Hospitalization leave - by reason of the hospitalization of the employee or any member of his/her immediate family

- h. **Accident leave** - by reason of an accident involving the employee or any member of his/her immediate family.
 - i. **Relocation leave** - by reason of the occurrence of such calamities or disasters personally affecting the employee such as flood, earthquake, typhoon, or fire.
2. The term "immediate family" as used herein shall include "any relative within the first degree of consanguinity or affinity, living under the same roof and dependent upon the employee for support".
 3. These privileges shall be enjoyed only by those who have rendered six (6) months of continuous, satisfactory service. Casual or emergency employees or laborers may enjoy these privileges after they have rendered at least six months' service in the aggregate.
 4. Teachers are not covered by this Circular.
 5. All Collective Negotiation Agreements (CNAs) granting more than what is under this Circular are hereby amended accordingly.

This Circular shall take effect immediately.


CORAZON ALMA G. DE LEON
Chairman

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