



Republic of the Philippines
CIVIL AVIATION AUTHORITY OF THE PHILIPPINES

11 MAR 2022

MEMORANDUM CIRCULAR NO. 010-2022

TO : ALL CAAP HEADS OF OFFICES AND EMPLOYEES INCLUDING AIRPORTS AND AREA CENTERS

SUBJECT : CAAP OMNIBUS GUIDELINES FOR THE AVAILMENT AND INTERPRETATION OF EMPLOYEE LEAVE BENEFITS

POLICY GUIDELINES

In the interest of the service, the following guidelines are issued for the availment of Leave Benefits pursuant to the following Republic Acts, Civil Service Commission Memoranda, and related issuances:

- Executive Order No. 292, Instituting the “Administrative Code of 1987” (Sick Leave, Vacation Leave, Mandatory/Forced Leave, Special Privilege Leave, Study Leave and Rehabilitation Leave);
- Republic Act No. 11210, 105-Day Expanded Maternity Leave Act;
- Republic Act No. 8187, Paternity Leave Act of 1996 and CSC MC No. 71, s. 1998;
- Republic Act No. 8972, Solo Parents Welfare Act 2000 and CSC MC No. 8, s. 2004;
- Republic Act No. 9262, An Act Defining Violence Against Women And Their Children/ CSC MC No. 15, s. 2005;
- Republic Act No. 9710, Magna Carta of Women/CSC MC No. 25, s. 2010) Special Leave Benefits for Women;
- R.A. No. 855, Domestic Adoption Act of 1998; and
- Special Emergency (Calamity) Leave, CSC MC No. 2, s. 2012, as amended.

IMPLEMENTING GUIDELINES

General

CAAP appointed officials and regular employees who render work during the prescribed office hours, shall be entitled to **fifteen (15) day Vacation Leave and fifteen (15) day Sick Leave annually** with full pay exclusive of Saturdays, Sundays, Public Holidays, without limitation as to the number of days of vacation and sick leave that they may accumulate.

Specific

1. All leave applications shall be filed using the **CSC Form No. 6, Revised 2020¹** and to be accomplished in duplicate with documentary requirements.

¹ See Attachment No. 1

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2. Sick Leave (SL)

- a) When an employee fails to report to work due to an illness, he/she must inform his/her Immediate Supervisor of his/her status and file for an SL immediately upon his/her return from such leave.
- b) If the approving signing authority is in doubt of the SL even if it is less than five (5) days, he/she may request for a *Medical Certificate duly executed by a licensed physician* from the applicant.
- c) If filed in advance or exceeds five (5) days or more, application for SL must be accompanied by Medical Certificate duly executed by a licensed physician. In case medical consultation was not availed of, *an Affidavit should be executed and submitted* by the applicant.

3. Vacation Leave (VL)

All employees are advised to plan their vacations ahead and inform their respective offices in advance to enable the same to make the necessary adjustments in work schedules and assignments.

- a) VL must be filed at least five (5) days prior, and whenever possible, from the effective date of such desired leave. The applicant must indicate if VL shall be spent within or outside the Philippines.
- b) VL spent for abroad, regardless of the number of days, must have the following attachments:
 - i. Formal Letter indicating the reason for travel, the residence abroad, and the reason for travel;
 - ii. Legal Clearance;
 - iii. Certificate of No Pending Task; and
 - iv. Completed Clearance from Money and Work Accountabilities for purposes of securing a Travel Order.

4. Mandatory/Forced Leave

- a) This five (5) day vacation leave shall be claimed on an annual basis. Should an employee avail less than that of the said period, the same shall be considered as complying with the mandatory/forced leave subject to the conditions set forth in Section 25, Rule XVI of the Omnibus Rules Implementing E.O. No. 292.
- b) This type of leave shall be forfeited if not taken within the year. In case the scheduled leave has been cancelled due to the exigency of service by the Head of the Agency, it shall not be deducted from the accumulated vacation leave.
- c) Supervisors should schedule the mandatory/forced leave of his/her personnel so as to distribute across the year in order to avoid availment of majority of such leave towards the end of the year.

5. Maternity Leave – 105 days

- a) The applicant must attach a proof of pregnancy e.g. *Ultrasound Result and Medical Certificate* duly executed by a licensed physician with regard to the expected date of the child's birth.

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- b) Accomplished *written notice/intent* of the female worker indicating the allocation of the maternity leave credits.
- c) A female employee subject of a secondment shall enjoy maternity leave benefits with full pay from the recipient agency.
- d) An additional fifteen (15) days paid leave shall be granted if the female employee qualifies as a solo parent pursuant to RA No. 8972 or the Solo Parents Welfare Act of 2000.
- e) For cases of miscarriage or emergency termination of pregnancy, maternity leave of sixty (60) days with full pay shall be granted.
- f) An option to extend for an additional thirty (30) days without pay in case of live childbirth or utilize the female employee's earned sick leave credits for extended leave with pay. In case the sick leave credits are already exhausted, the vacation leave credits may be used.


6. Paternity Leave - 7 days

- a) Every married male employee is entitled to a paternity leave of seven (7) working days for the *first four (4) deliveries of his legitimate spouse with whom he is cohabiting*. Paternity leave shall be non-cumulative and strictly non-convertible to cash. The same may be enjoyed in a continuous or in an intermittent manner by the male employee on the days immediately before, during, or after the childbirth or miscarriage of his legitimate spouse.
- b) In order to avail such leave, the applicant must attach a proof of child's delivery e.g. *Certificate of Live Birth, Medical Certificate duly issued by a licensed physician, and Marriage Contract*.

7. Special Privilege Leave – 3 days

- a) Special privilege leave may be availed of by an official/employee for purposes of attendance to an event that is personal to him/her and that of his/her immediate family, such as:
 - i. Funeral/Bereavement Leave;
 - ii. Graduation Leave;
 - iii. Enrollment Leave;
 - iv. Wedding/Anniversary Leave;
 - v. Birthday Leave;
 - vi. Hospitalization Leave;
 - vii. Accident Leave;
 - viii. Relocation Leave; and
 - ix. Government Transaction Leave.
- b) An official/employee may be granted a maximum of three (3) days within a calendar year of any or combination of special leave privileges of his/her choice. Such privilege leaves are non-cumulative and non-commutative.
- c) Special privilege leaves must be filed at least one (1) week prior to availment, except on emergency cases and the applicant must indicate if the same shall be spent within or outside the Philippines.

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8. Solo Parent Leave – 7 days

Solo Parent Leave must be filed at least five (5) days before such availment with a photocopy of a valid Solo Parent Identification Card (front and back sides).

9. Study Leave – up to six (6) months

- a) This type of leave may be requested for purposes of pursuing a Masters or Doctorate degree or for purposes of preparing to take the board/bar licensure examinations.
- b) The applicant must attach the following documents, to wit:
 - i. Formal Letter of Request for Study Leave;
 - ii. Certificate of No Pending Tasks;
 - iii. Copy of Latest Appointment;
 - iv. Copy of Latest IPCR;
 - v. Legal Clearance;
 - vi. Service Record;
 - vii. Clearance from Money and Work Accountabilities;
 - viii. For Bar Examinations – A copy of the duly executed Petition to Take the Bar Exam, Copy of Official List of Bar Candidates, and Acknowledgement Receipt;
 - ix. For Board Examinations – Proof of Registration; and
 - x. A copy of the employment contract between the Director General or his duly authorized representative and the employee concerned.

10. Violence Against Women and Their Children (VAWC) Leave – 10 days

- a) This type of leave may be availed by a female employee who has suffered from physical, sexual, psychological harm or suffering, or economic abuse including threats of such acts, battery, assault, coercion, harassment or arbitrary deprivation of liberty.
- b) Leave application may be filed in advance or immediately upon the return for work of the female employee.
- c) The following supporting documents must be attached to the leave application:
 - i. Barangay Protection Order (BPO) obtained from the barangay where the female worker resides; or
 - ii. Temporary/Permanent Protection Order (TPO or PPO) issued by the court where the VAWC case is pending.
- d) If the Protection Order is not yet issued by the barangay or court, a Certification issued by the Punong Barangay/Kagawad, Prosecutor or Clerk of Court may be submitted stating therein that an application for BPO, TPO or PPO has been filed by the applicant with the said office or court. Such certification shall be a sufficient proof to grant the application for a ten (10) day leave.
- e) In the absence of BPO, TPO, PPO or certification, the female employee may submit a copy of the police report specifying the details of the occurrence of violence and a medical certificate, if any, may be considered at the discretion of the immediate supervisor of the female employee concerned.

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11. Rehabilitation Leave – up to six (6) months

- a) Rehabilitation Leave may be filed when an employee sustains wounds or injuries while in the performance of his/her official duties. This includes wounds or injuries sustained from accidents while the applicant is going to and from work.
- b) Application for this type of leave shall be made within one (1) week from the time of the accident, except when a longer period is warranted.
- c) The applicant must attach the following documents:

i. Formal Letter of Request supported by relevant reports, to wit:

- 1. Incident Report or Police Report;
- 2. Medical Certificate duly executed by a licensed physician stating the nature of the wounds or injuries sustained by the applicant, the course of the treatment performed, and the need to undergo rest, recuperation, and rehabilitation as the case may be; and
- 3. A written concurrence by a government physician must be obtained in cases where the attending physician is a private practitioner, particularly describing the period of rehabilitation.

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12. Special Leave Benefits for Women (Magna Carta of Women) – up to two (2) months

- a) This type of leave may be filed by a female employee who will undergo gynecological procedure. The leave application may be filed at least five (5) days prior to the scheduled date of gynecological procedure. In case of emergency, the application for special leave shall be filed immediately upon the applicant's return for work. However, during confinement, the Authority must be notified accordingly.
- b) The application must be accompanied by a medical certificate duly executed by a licensed physician accompanied by a clinical summary stating the gynecological disorder suffered by the female employee, histopathological report, operative technique used for surgery, the duration of the surgery including the peri-operative period (period of confinement after surgery), as well as the female employee's estimated period of recuperation or recovery.

13. Special Emergency (Calamity) Leave – up to five (5) days

- a) Employees who are affected by natural disasters like typhoons, floods, earthquakes, tsunami, fire, volcanic eruption and the like, may avail this type of leave for a maximum period of five (5) straight working days or staggered basis within thirty (30) days from the actual occurrence of the natural disaster or calamity.
- b) This privilege may be used for purposes of repairing of damaged houses, being stranded in affected areas, disease or illness of the employee brought by the natural disaster or calamity, or caring for the affected immediate family members of the employee.
- c) The Service Chief, Department, Division or Office Head shall take full responsibility for the grant of the special emergency leave and the verification of the eligibility of the employee for the said leave. This shall include:
 - i. Verification on the proof of residence of the affected applicant;
 - ii. Verification on the proof that the place of residence is covered by the declaration of the state of calamity; and
 - iii. Any other proof necessary like video footages and photographs of the natural disaster or calamity.



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- d) The applicant must also attach a copy of the official Declaration of State of Calamity and Proof of Residence in the affected area.

14. Adoption Leave – up to sixty (60) days

- a) CAAP employees who are adoptive parents may file for an adoption leave up to sixty (60) days pursuant to RA 8552 or the Domestic Adoption Act of 1998.
- b) Application for adoption leave shall be filed together with an authenticated copy of the Pre-Adoptive Placement Authority issued by the Department of Social Welfare and Development (DSWD).


15. Monetization of Leave Credits

- a) Officials and employees in the career and non-career service whether permanent, temporary, casual or coterminous, who have accumulated at least fifteen (15) days of vacation leave credits shall be allowed to monetize a minimum of ten (10) days, provided, that at least five (5) days is retained after monetization and provided further, that a maximum of thirty (30) days may be monetized in a given year.
- b) Application for a monetization of fifty percent (50%) or more of the accumulated leave credits shall be accompanied by a letter request to the head of the agency/office stating all valid and justifiable reasons.
- c) All applications for monetization must attach a letter request citing the reason for monetization and proof of reason for monetization e.g. medical certificate, school expenses, photos of damaged property and the like.

16. Terminal Leave

- a) Upon separation from the service either through resignation or retirement, the employee may use up his/her remaining leave credits or monetize its cash equivalent.
- b) The following are required to process terminal leave:
- i. Leave Application;
 - ii. Certified True Copy of Leave Cards;
 - iii. Clearance from Money and Work Accountabilities;
 - iv. SALN as of last day of service;
 - v. Notarized Affidavit of Authorization; and
 - vi. GSIS Clearance.

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17. Additional Guidelines

- a) Leave applications that *shall run for thirty (30) calendar days or more* must be accompanied with a **Clearance from Money, Property, and Work-Related Accountabilities²** and **Notarized Affidavit of Authorization³**. Salary within the duration of leave application shall be withheld until such time the said clearance is approved.
- b) Leave applications for Vacation Leave and Study Leave for a period of thirty (30) calendar days or more shall be filed in two (2) months prior the start of leave.

² See Attachment No. 2

³ See Attachment No. 3



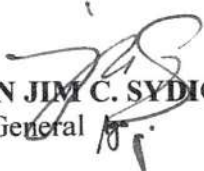
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- c) Leave application signatories must adhere to CAAP Memorandum Circular No. 03-19 dated 24 January 2019 regarding the Amendments in the New Delegation of Authority Manual.
- d) In cases where the leave application appears dubious, the HRMD may request for additional requirements from the applicant or investigate the authenticity of the claim.
- e) All employees who have availed at least thirty (30) calendar days or more of leave credits must submit a Reporting for Duty duly signed by their immediate supervisor upon return for work.
- f) In case of prolonged leave such as Maternity Leave, Sick Leave, Special Leave Benefits for Women, and Rehabilitation Leave, the same must be accompanied by a medical certificate duly executed by a licensed physician citing the employee's fitness to work.
- g) If an approved leave has been changed or cancelled, the employee must submit a written request citing the reason/s for changing the date/s or the cancellation thereof, duly signed by the employee and noted by his/her immediate supervisor and to be submitted to the HRMD to update its Leave Cards/Ledgers accordingly.
- h) Guidelines on Quarantine and Vaccine Leaves relative to the Covid-19 pandemic are specified in a separate memorandum.

EFFECTIVITY CLAUSE

This Memorandum Circular shall take effect immediately upon approval and all previous issuances inconsistent with this Memorandum Circular shall be considered rescinded. This Memorandum Circular shall remain in force unless superseded by an appropriate issuance.

For strict compliance.


CAPTAIN JIM C. SYDIONGCO
Director General

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Old MIA Road, Pasay City

Stamp of Date of Receipt

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT _____	2. NAME : (Last) _____ (First) _____ (Middle) _____													
3. DATE OF FILING _____	4. POSITION _____	5. SALARY _____												
6. DETAILS OF APPLICATION														
6.A TYPE OF LEAVE TO BE AVAILED OF <input type="checkbox"/> Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Mandatory/Forced Leave (Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Maternity Leave (R.A. No. 11210 / IRR issued by CSC, DOLE and SSS) <input type="checkbox"/> Paternity Leave (R.A. No. 8187 / CSC MC No. 71, s. 1988, as amended) <input type="checkbox"/> Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Solo Parent Leave (RA No. 8972 / CSC MC No. 8, s. 2004) <input type="checkbox"/> Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> 10-Day VAWC Leave (RA No. 9262 / CSC MC No. 15, s. 2005) <input type="checkbox"/> Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Special Leave Benefits for Women (RA No. 9710 / CSC MC No. 25, s. 2010) <input type="checkbox"/> Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended) <input type="checkbox"/> Adoption Leave (R.A. No. 8552) Others: _____		6.B DETAILS OF LEAVE <i>In case of Vacation/Special Privilege Leave:</i> <input type="checkbox"/> Within the Philippines _____ <input type="checkbox"/> Abroad (Specify) _____ <i>In case of Sick Leave:</i> <input type="checkbox"/> In Hospital (Specify Illness) _____ <input type="checkbox"/> Out Patient (Specify Illness) _____ <i>In case of Special Leave Benefits for Women:</i> (Specify Illness) _____ <i>In case of Study Leave:</i> <input type="checkbox"/> Completion of Master's Degree <input type="checkbox"/> BAR/Board Examination Review Other purpose: <input type="checkbox"/> Monetization of Leave Credits <input type="checkbox"/> Terminal Leave												
6.C NUMBER OF WORKING DAYS APPLIED FOR _____ INCLUSIVE DATES _____		6.D COMMUTATION <input type="checkbox"/> Not Requested <input type="checkbox"/> Requested _____ (Signature of Applicant)												
7. DETAILS OF ACTION ON APPLICATION														
7.A CERTIFICATION OF LEAVE CREDITS As of _____ <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Vacation Leave</th> <th>Sick Leave</th> </tr> </thead> <tbody> <tr> <td>Total Earned</td> <td></td> <td></td> </tr> <tr> <td>Less this application</td> <td></td> <td></td> </tr> <tr> <td>Balance</td> <td></td> <td></td> </tr> </tbody> </table> _____ (Authorized Officer)			Vacation Leave	Sick Leave	Total Earned			Less this application			Balance			7.B RECOMMENDATION <input type="checkbox"/> For approval <input type="checkbox"/> For disapproval due to _____ _____ _____ _____ (Authorized Officer)
	Vacation Leave	Sick Leave												
Total Earned														
Less this application														
Balance														
7.C APPROVED FOR: _____ days with pay _____ days without pay _____ others (Specify) _____		7.D DISAPPROVED DUE TO: _____ _____ _____ _____ (Authorized Official)												



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CS Form No. 7
Revised 2018

Ctrl No.:

CLEARANCE FORM

(Instructions at the back)

I PURPOSE					
TO: CIVIL AVIATION AUTHORITY OF THE PHILIPPINES I hereby request clearance from money, property and work-related accountabilities for: Purpose: <input type="checkbox"/> Transfer <input type="checkbox"/> Resignation <input type="checkbox"/> Other Mode of Separation: <input type="checkbox"/> Retirement <input type="checkbox"/> Leave Please specify: _____ Date of Effectivity: _____			Date of Filing: _____		
Office of Assignment: _____			Name and Signature of Employee: _____		
Position/SG/Step: _____					
II CLEARANCE FROM WORK-RELATED ACCOUNTABILITIES					
We hereby certify that this employee is cleared <input type="checkbox"/> not cleared <input type="checkbox"/> of work-related accountabilities from this Unit/Office/Dept.					
_____ Immediate Supervisor			_____ Head of Office		
III CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE:					
Name of Unit/Office/Department		Cleared	Not Cleared	Name of Clearing Officer/Official	Signature
a. Hearing and Adjudication Board					
b. Enforcement and Legal Service					
<input type="checkbox"/> with pending administrative case <input type="checkbox"/> with ongoing investigation (no formal charge yet)					
III CLEARANCE FROM MONEY AND PROPERTY ACCOUNTABILITIES					
1. Finance Services					
a. Accounting Division					
b. Finance Department					
c.1. CAAP Employee's Multi-Purpose Cooperative (CAAP-EMPC)					
c.2. Philippine Air Traffic Controllers' Multi-Purpose Cooperative (PATCOMC)					
2. Administrative Services					
a. Supply Division					
b. Human Resource Management Division					
V CERTIFICATION					
I hereby certify that this employee is cleared of work-related, money and property accountabilities from this agency. This certification includes no pending administrative case from this agency. <div style="text-align: right;">Deputy Director General for Administration</div>					

INSTRUCTIONS:

1. Employees who are retiring, being separated, transferring to other agencies, leaving the Philippines and going on leave of absence **for more than 30 days** shall prepare this form in quadruplicate.
2. This clearance should be duly accomplished before paying the last salary or any money due the employees. (Specify which type of clearance: maternity leave, retirement, transfer, etc.)
3. If the employees are cleared from a unit/office/department, the clearing/authorized official may attach to this clearance the pertinent document/s that shall prove that the employees are cleared of any obligation or accountability from their office, if any, and tick the box under the "Cleared" column before affixing their signatures.
4. If the employees appear to have uncleared accountability/ies from a unit/office/department, the clearing/authorized official shall attach to this clearance the pertinent document/s that shall prove that the employees have remaining obligation or accountability from their office further indicating the necessary action/s that the employee must satisfy in order to be cleared, and tick the box under the "Uncleared" column. The clearing/authorized official must only sign this clearance corresponding to their name once the employee have complied the necessary requirements and cleared of all the obligation/s and accountability/ies from their office. They must also tick the box under the "Cleared" column.
5. The HRMO shall distribute copies of approved clearance as follows: original to the employee; duplicate to be attached to the payroll or voucher; triplicate to human resource unit file; and fourth copy to accounting/auditing office.
6. Processing of clearance certificate shall follow the order of number indicated.
7. ELS being the last Office to issue clearance shall endorse the same to the Office of the Director General.

AFFIDAVIT

I, _____, Filipino of legal age, single/married and a resident of _____, after having been duly sworn to in accordance with law, hereby depose and say:

1. I am an employee of Civil Aviation Authority of the Philippines (herein referred to as CAAP) as _____
2. Consequent to the separation of my service from CAAP, I do hereby authorize the said agency to deduct all my outstanding financial obligation from all the benefits that are due to me;
3. Provided, however, that if my benefits are not sufficient to pay all my outstanding financial obligations, I hereby undertake to personally pay the remaining amount due against me;
4. Provided, further, that if I will not receive any benefit from CAAP, I hereby undertake to personally pay any and all my financial obligations;
5. I have no pending criminal prosecution or investigation;
6. I execute this sworn affidavit to attest to the truth of the foregoing narration of facts.

IN WITNESS WHEREOF, I have hereunto affixed my signature this _____ day of _____ 2022, in _____, Philippines.

(Affiant)

CAAP ID No.: _____

Issued on: _____

Issued at: _____

SUBSCRIBED AND SWORN TO before me, this _____ day of _____ in Pasay City, Philippines, the affiant _____, exhibited to me his competent document of identity as mentioned above.

Notary Public

Doc No.:
Page No.:
Book No.:
Series of