

## **CSC POLICY ON LEAVE OF ABSENCE WITHOUT PAY ON A DAY IMMEDIATELY PRECEDING OR SUCCEEDING SATURDAY, SUNDAY, OR HOLIDAY**

Read online (full-text search, related cases, audio case brief): <https://batas.org/library/5b91dcc2abaf/>

---

The Civil Service Commission in the past had adopted the policy that when an employee is on leave of absence without pay on a day immediately preceding or succeeding Saturday, Sunday or Holiday, he shall likewise be without pay on the said days;

Pursuant to CSC Resolution No. 91-540 dated April 23, 1991, the Commission amended the aforementioned policy considering that employees paid on monthly basis are not required to work on those days;

The Commission pursuant to the said Resolution and being the central personnel agency of the government, hereby adopts and promulgates the policy that when an employee, regardless of whether he has leave credits or not, is absent on a day immediately preceding or succeeding Saturday, Sunday or Holiday, he shall NOT be considered absent on the said days.

Heads of Departments or Agencies are hereby directed to oversee the strict implementation of this Circular.

This Circular shall take effect immediately.

Adopted: 26 Apr. 1991

(SGD.) PATRICIA A. STO. TOMAS  
Chairman

**ABOUT BATAS.ORG**

# Study smarter at BATAS.org

*The Philippine bar review and law-school companion built around how your brain actually remembers.*

---

**The complete Philippine law library - free for everyone.**

More than 100,000 Supreme Court decisions, Republic Acts, and executive issuances - full-text searchable, browsable by category and year, and always free. No paywall, no login. This PDF came from it.

**Audio case-brief lectures.**

Any decision becomes a podcast-style lecture - facts, issues, ruling, and doctrine - with read-along highlighting and a hands-free presentation mode. Study while commuting, working out, or resting your eyes.

**Bar review built on the science of memory.**

Complete, sequenced courses for all eight bar subjects, narrated like podcasts and reinforced with retrieval practice and spaced review - the study techniques with the strongest evidence behind them.

**The full law-school curriculum.**

One subscription unlocks the entire J.D. curriculum - every subject, every lesson, with your progress tracked down to the paragraph so you can pick up exactly where you left off, on any device.

**Mock exams that tell you where you stand.**

Timed multiple-choice exams graded instantly, with per-subject score breakdowns and focus suggestions that point you at your weakest topics first.

**A study planner that keeps you on pace.**

Set your schedule and BATAS tells you every day whether you are on track for bar day - and exactly which lesson to take next.

**Start free at <https://batas.org>**

The law library is free forever - and your first lesson is one click away.

The text of this document is an official public record and remains in the public domain. Formatting, presentation, and compilation © 2026 batas.org.

Downloaded free from the batas.org Law Library. Share it freely - the library is free for every law student, bar reviewee, and practitioner.