

REITERATING THE CIVIL SERVICE COMMISSION'S POLICY ON HABITUAL ABSENTEEISM

SC ADMINISTRATIVE CIRCULAR NO. 14-2002, March 18, 2002

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WHEREAS, the CSC, pursuant to its mandate as the central personnel agency of the government, has promulgated guidelines and rules on absenteeism and tardiness through the issuance of Memorandum Circular No. 04, s. 1991;

WHEREAS, said Memorandum Circular had been circularized in the Supreme Court by the Clerk of Court on May 5, 1998, for the information and guidance of all concerned;

WHEREAS, the policy on absenteeism and tardiness was again reiterated by the Court through the issuance of Administrative Circular No. 2-99 dated 15 February 1999, which provides that: "Absenteeism and Tardiness, even if such do not qualify as "habitual" or "frequent" under CSC MC No. 04, s. 1991, shall be dealt with severely, and falsification of daily time records to cover-up for such absenteeism and/or tardiness shall constitute gross dishonesty and serious misconduct."

WHEREAS, there is a need to further reiterate the provisions of said Memorandum Circular particularly that portion pertaining to habitual absenteeism as records show that there are several employees who incurred absences which are more than the allowable 2.5 days monthly leave earnings under the leave laws;

WHEREFORE the following portion of CSC Memorandum Circular No. 04, s. 1991 on Habitual Absenteeism is hereby reiterated anew for the guidance of all employees:

"A. HABITUAL ABSENTEEISM

- An officer or employee in the civil service shall be considered habitually absent if he incurs unauthorized absences exceeding the allowable 2.5 days monthly leave credit under the leave law for at least three (3) months in a semester or at least three (3) consecutive months during the year;
- In case of claim of ill health, heads of department of agencies are encouraged to verify the validity of such claim and, if not satisfied with the reason given, should disapprove the application for sick leave. On the other hand, cases of employees who absent themselves from work before approval of their application should be disapproved outright; and
- In the discretion of the Head of any department, agency or office, any government physician may be authorized to do a spot check on employees who are supposed to be on sick leave. Those found violating the leave laws, rules or regulations shall be dealt with accordingly by filing appropriate administrative cases against them.

B. SANCTIONS

The following sanctions shall be imposed for violation of the policy on habitual absenteeism:

1st offense - Suspension for six (6) months and one (1) day to one (1) year

2nd offense - Dismissal from the service

Any violation of the Rules on Habitual Absenteeism, or any misrepresentation or deception in connection with the application for leave, shall be dealt with severely.

The Chief Administrative Officer of the SC shall implement this Administrative Circular and shall give it the widest dissemination.

This Administrative Circular shall take effect on the first day of April 2002.

Issued this 18th day of March 2002.

(Sgd.)HILARIO G. DAVIDE, JR.

Chief Justice

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