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

CSC MEMORANDUM CIRCULAR NO. 16, April 26, 1991

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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

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