CLARIFICATORY CIRCULAR/ADDENDUM TO CSC POLICY ON LEAVE OF ABSENCE WITHOUT PAY ON A DAY IMMEDIATELY PRECEDING OR SUCCEEDING SATURDAY, SUNDAY OR HOLIDAYS

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The Civil Service Commission under MC No. 16, s. 1991 issued a policy that when an employee, regardless of whether he has leave credits or not, is absent on a day immediately preceding or succeeding a Saturday, Sunday or Holiday, he shall NOT be considered absent on said days. However, several queries were received by the Commission seeking clarification on whether or not said policy is likewise applicable to continuous absences incurred by an employee.

In this connection, it shall be understood that MC No. 16, s. 1991 shall be applicable only to intermittent or broken absences incurred by an employee but not to continuous or uninterrupted absences without pay for a longer period of time.

This Circular shall be treated as an addendum to MC. No. 16, s. 1991.

Please be guided accordingly.

Adopted: 11 July 1991

(SGD.) PATRICIA A. STO. TOMAS
Chairman

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