

**Memorandum Circular  
No. 97-21  
November 11, 1997**

**SUBJECT : Guidelines on the Grant of Special Privileges Under Civil Service Commission (CSC) Memorandum Circular No. 06, Series of 1996**

Pursuant to CSC Memorandum Circular No. 06, Series of 1996 and CSC Resolution No. 962242 dated 21 March 1996, re: grant of special privileges to employees of government, the following guidelines shall be observed and implemented.

1. Availment of special privileges shall be limited under the following conditions:
  - a. **Paternity Leave** — R.A. No. 8187 states that seven (7) days leave may be availed of by married male employees for the first four (4) deliveries of the legitimate spouse whether childbirth or any miscarriage;
  - b. **Birthday Leave** — on the occasion of the employee's actual birthday;
  - c. **Enrollment Leave** — on the occasion of the school enrollment of the employee including his/her spouse and children;
  - d. **Graduation Leave** — on the occasion of the graduation of the employee including his/her spouse and children;
  - e. **Wedding/Anniversary Leave** — on the occasion of the employee's wedding and/or anniversary, to be enjoyed on the actual date of the said leave;

- f. **Accident Leave** — by reason of an accident involving the employee or any member of his/her immediate family.
  - g. **Hospitalization Leave** — by reason of the hospitalization of the employee or any member of his/her immediate family.
  - h. **Funeral/Mourning Leave** — on the occasion of the death of a member of the immediate family of the employee which includes parents, children, brothers and sisters; and
  - i. **Relocation Leave** — by reason of the occurrence of such calamities or disasters such as flood, earthquake or fire which personally affect the employee.
2. The term "immediate family" as used herein shall include any relative within the first degree of consanguinity or affinity, living under the same roof and dependent upon the employee for support.
  3. These privileges shall be enjoyed only by those employees who have rendered six (6) months of continuous satisfactory service. Casual, emergency employees or laborers may enjoy these privileges after they have rendered at least six (6) months of service.
  4. An employee may be granted a maximum of three (3) days within a calendar year for the availment of any of the chosen special privilege/s, except the Paternity Leave specified in par. 1.a of this Circular.
  5. Such special privileges shall be non-cumulative and non-commutable.
  6. The employee shall seek approval of the application for said special privileges at least one (1) week prior to the availment of the special privilege except for emergency cases.

It is understood that if the privilege is utilized, it shall not be charged to or deducted from the employee's accumulated leave credits.

For information, guidance and compliance of all concerned.

**(Sgd.) VICTOR O. RAMOS**  
Secretary