

CIRCULAR NR 04-12

LEAVE

10 APRIL 2012



Department of Transportation and Communications
PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
(Headquarters Philippine Coast Guard)
139 25th Street, Port Area
1018 Manila



DCS-HRM

10 April 2012

CIRCULAR)
:
NUMBER 04-12)

LEAVE

CHAPTER 1

GENERAL PROVISIONS

Section I

1-1 References:

- a. Commonwealth Act Nr. 220, as amended
- b. Commonwealth Act Nr 647, as amended
- c. Section 286 of Revised Administrative Code, as amended by RA 611 and 1081
- d. Republic Act Nr 8187, Paternity Act of 1996
- e. Republic Act Nr 9710, Magna Carta for Women
- f. Republic Act Nr 9993, Coast Guard Law of 2009

1-2 Purpose – To prescribe the policies and procedures governing authorized leave to be spent either in the Philippines or abroad of PCG Personnel in active service, to include draftees and trainees who have completed the compulsory basic training and are assigned for duty and service to a unit of the Philippine Coast Guard.

Section II
TYPES OF LEAVES

1-3 Ordinary Leave – Authorized absence of an Officer or Non-Officer from duty.

1-4 Sick Leave – Leave granted a PCG Personnel to promote convalescence from disease or injury by affording him/her rest, better climate change of environment. Sick leave may also be granted on account of sickness of any member of his/her immediate family.

1-5 Maternity Leave – refers to leave of absence granted to any female PCG personnel on account of pregnancy and childbirth. The primary intent of granting maternity leave is to extend working mothers some measure of financial help and provide her a period of rest and recuperation in connection with her pregnancy.

1-6 Convalescent Leave – Authorized absence of PCG Personnel recovering from sickness or disability. This is considered a part of hospital treatment and not chargeable against leave of PCG Personnel as provided by law.

1-7 Compassionate Leave – This is granted to PCG personnel who are patients in any hospitals in order to allow them to spend the rest of their days with their families at home after they have been declared beyond recovery by hospital authorities concerned.

1-8 Graduation Leave – This may be granted to graduates of PCG Cadetship Program.

1-9 Academic Leave – Leave granted to PCG Personnel on formal schooling in an institution of learning. Said academic leave shall not be charged against the vacation and/or sick leave they have earned.

1-10 Study Leave – The Study leave is a time-off from work not exceeding six (6) months with pay for qualified PCG officers and non-officers to help them prepare for their bar or board examinations or complete their master's degree. For completion of master's degree, the study leave shall not exceed four (4) months.

No extension shall be allowed if the PCG personnel availed of the maximum period of leave allowed therein. If they need more time to complete their studies, they may file a leave of absence chargeable against their leave credits.

The beneficiaries of the study leave shall inform the Commandant, PCG in writing, through the office of DCS for HRM, CG1, of their failure to take the bar/board examination or to complete their master's degree for which they were granted the study leave. They shall also refund all the salaries and benefits received during the study leave. Further, for causes within their control, they shall be warned that a repeat of the same would bar them from future availment of the study leave and training/scholarships grant whether foreign or local.

1-11 Informal Leave:

a. Commanding Officers may grant oral permission for absence on Sundays, holidays and during any period not exceeding 24 hours.

b. Written permits – Commanding Officers may during any period, grant written permission for leaves longer than 24 hours but not to exceed 72 hours.

1-12 Paternity Leave – refers to the privilege granted to a married male PCG personnel allowing him not to work for a period not to exceed two (2) weeks while continuing to earn the compensation therefore, on the condition that his legitimate spouse has delivered a child or suffered a miscarriage, for purposes of enabling him to effectively lend care and support to his wife before, during and after childbirth as the case may be and assist in caring for his newborn child.

1-13 Terminal Leave – Terminal leave is applied only by an officer or non-officer who intends to sever his/her connection with the PCG service. Accordingly, the filing of application for terminal leave requires as a condition precedent, the PCG personnel's resignation, retirement or separation from the service. It must be known first that PCG service cease of the said mode of coverances.

CHAPTER 2

POLICIES

Section I

QUALIFIED APPLICANTS

2-14 Ordinary Leave – Granted on the basis of fifteen (15) days for each year of satisfactory service subject to the exigencies of the service. Trainees and draftees must have served the mandatory period of training for six (6) months. Relaxation from the service routine is beneficial to both officers and non-officers after a period of rigorous mission, intensive training, etc. Commanders are enjoined to grant to the maximum extent, authorized absence consistent with the needs of the service.

2-15 Sick Leave – Granted on the basis of fifteen (15) days for each year of continuous service. For certain cases, where time is the chief factor in recovery, a leave may properly be given when progress in convalescence has reached a point where further hospital treatment is deemed unnecessary, but the person is still unfit for full duty.

2-16 Maternity Leave – A Female PCG personnel shall be entitled to sixty (60) days of maternity leave in case of normal delivery, abortion or miscarriage or seventy eight (78) days in case of caesarean section delivery with full pay if they have rendered at least two (2) years of continuous active service or half pay if they have rendered less than two (2) years of continuous active service. Maternity leave shall not be chargeable against accumulated vacation leave and sick leave.

2-17 Convalescent Leave – May be certified and recommended by Special Orders issued by CGMEDSVC for a period not exceeding fifteen days. It may be extended by the issuing authority upon recommendation of the attending physician.

2-18 Compassionate Leave:

a. The PCG personnel-patient or his next of kin may be authorized to file compassionate leave upon certification of any Medical Officer/Director of a hospital that the patient may not live longer than two (2) months.

b. This leave shall not exceed two (2) months and shall not be charged against the accumulated vacation and sick leave of the patient.

2-19 Leave to be Spent Abroad – A PCG personnel may enjoy leave to be spent abroad upon approval by Commandant, PCG or Undersecretary for Maritime Affairs, as applicable, provided that he/she will certify that he/she will not apply for

separation/reversion while abroad. *(However, in extreme emergency, urgently needed to give him time to visit and attend to a seriously ill loved one. When time is of the essence, CPCG shall allow the travel of the individual abroad provided that duly signed certification stating that subject applicant has no pending case and property/money accountability. Subsequently, clearances shall be completed and submit the same to SOTC for confirmation/final approval.*

2-20 Graduation Leave – Except in war or grave national emergency, leave for fifteen (15) days from the date of graduation shall be allowed to graduates of the Philippine Coast Guard Cadetship Program, Coast Guard Officers and Coast Guard Man Courses. Such leave, which cannot be postponed to another time, shall be counted against them in subsequent application for leave.

2-21 Academic Leave – Granted to all PCG personnel on formal study grant in an institution of learning, both foreign and local, without charging the said academic leave against the vacation and/or sick leave they have earned.

2-22 Study Leave – Beneficiaries of study leave shall be selected based on the following requirements:

2.22.1 The PCG personnel must have a bachelor's degree that requires the passing of the bar or board licensure examination for the practice of profession;

2.22.2 The profession or field of study to be pursued must be relevant to the PCG's mandate, or to the duties and responsibilities of the concerned PCG personnel, as determined by the Commandant, PCG;

2.22.3 The PCG personnel must have rendered at least two (2) years of active service with at least very satisfactory performance for the last two rating periods immediately preceding the application;

2.22.4 The PCG personnel must have no pending administrative and/ or criminal charges;

2.22.5 The PCG personnel must not have any current foreign or local scholarship grant; and

2.22.6 The PCG personnel must have fulfilled the service obligation of any previous training/scholarship/study leave grant.

2-23 Informal Leave –

a. Commanding Officers may grant oral permission for absence on Sundays, holidays and during any period not exceeding 24 hours.

b. Written permits – Commanding Officers may during any period, grant written permission for leaves longer than 24 hours but not exceed 72 hours.

2-24 Paternity Leave – Every married male PCG personnel is entitled to paternity leave for a period not to exceed two (2) weeks for the first four (4) deliveries of his legitimate spouse with whom he is cohabiting.

Married male PCG personnel with more than one (1) legal spouse shall be entitled to avail of paternity leave for an absolute maximum of four deliveries regardless of whichever spouse gives birth.

Paternity leave shall be non-cumulative and strictly non-convertible to cash. The same may be enjoyed either in a continuous or in an intermittent manner by the employee on the days immediately before, during, and after the childbirth or miscarriage of his legitimate spouse.

2-25 Terminal Leave – A PCG personnel may enjoy all or in part his unused accumulated leave subject to the following conditions/limitations:

a. Maximum number of days of terminal leave shall not exceed an aggregate total number of accumulated leave credits of the applicants exclusive of Saturdays, Sundays and public holidays pursuant to Executive Order Nr 1077 dated 09 January 1986.

b. Terminal leave shall not be enjoyed unless authority to enjoy the same shall have been granted and approved by the approving authority. Upon approval, terminal leave shall be spent locally and within the Philippine jurisdiction unless the authority to be spent it abroad have been sought and approved beforehand.

c. Where the application for leave of absence, including terminal leave, is not acted upon by the approving authority or his/her authorized representatives within ten (10) working days after the receipt thereof, the application for leave shall be deemed approved.

d. An officer or non-officer who is absent without approved leave shall not be entitled to receive his/her salary corresponding to the period of his/her unauthorized leave of absence. It is understood, however, that his/her absence shall no longer be deducted for his/her accumulated leave credits.

e. No PCG personnel whose terminal leave has been granted shall be appointed or employed in whatever capacity during the duration of terminal leave in the government without forfeiting his/her membership in the PCG service, or if such appointment/or employment entail compensation in whatever form.

f. Terminal Leave orders ceases to be in effect when the provisions of the law, PCG rules and regulations and conditions/limitations set in this section renders the terminal leave orders ineffective. Under such circumstances, the PCG personnel shall be notified within a reasonable period of time intended course of action to cease to enjoy the remaining balance of his her terminal leave and receive cash value thereof computed on the basis of his/her current pay and longevity pay.

g. When a PCG personnel who is on terminal leave is officially reported to the morning report of his/her carrying unit to have suffered injury or sickness not due his/her own fault as may be determined later by competent authority, the days lost during his/her confinement and treatment as patient in any accredited hospital shall not be deducted from his/her terminal leave but shall be treated as a deduction from his/her hospitalization benefits provided for by the PCG circular. In this instance, subject PCG personnel may, upon discharge from the hospital elect to commute or enjoy the remaining balance of his/her terminal leave up to the intended date of his/her separation/retirement or compulsory separation or retirement whichever is earlier.

h. An injury or disease is considered not due to fault of subject PCG personnel if it is not incurred through his/her own misconduct, negligence, intemperate use of drugs or alcohol or immoral habits, as maybe determined by sound medical judgment rendered by competent authority.

i. Any violations of the leave, laws, rules or regulations or any misrepresentations or deception in connection with an application for leave, shall be a ground for disciplinary action.

Section II GRANTING AUTHORITY

2-26 Pass – Passes may be granted by the Commanding Officer/Officer-In-Charge of subordinate units. The authority may be delegated by the CO to any Officer of his command. Provided, the number of (3-day) passes which may be given should not be more than once in every two (2) months.

2-27 Leave of PCG personnel to be spent in the Philippines – Application for leave of Officers to be spent locally will be approved by the following:

a. Officers

APPLICANT/S	APPROVING AUTHORITY
Commandant, PCG	SOTC
District/Major/ Support/ Unit Commanders/ Central/ Technical/ Special Staff	CPCG
O-6 (CAPTAIN)	
a. Not holding Unit Commander position	District/Major Unit Commander
b. Holding Unit Commander position	Commandant, PCG
O-4 (LCDR) and below:	
a. Up to 15 days	Unit Commanders/ Commanding Officers
b. 16 days and beyond	Commandant, PCG

b. Non-Officers

NR OF DAYS	APPROVING AUTHORITY
Up to 30 days	District/ Major Unit Commander
31 days and beyond	Commandant, PCG

2-28 Leave to be Spent Abroad –

a. Officers and non-officers travelling abroad for personal reasons for less than thirty (30) days shall secure authority from the Commandant, PCG and for thirty (30) days and beyond, the approving authority shall be SOTC.

b. Extension For applicants (both Officers and Non-Officers) already abroad – CPCG

2-29 Other Leaves – Other leaves not covered in the foregoing paragraphs shall be approved by the following:

Type of Leave	Approving Authority
Maternity	CPCG, upon recommendation C,CGMED/ CG District Medical Officer
Paternity Leave	District Commander/ Major/ Unit Commander
Informal Leave	Commanding Officer
Graduation Leave	Commander, CGETC
Academic Leave	Local/Foreign Schooling: VCA, upon recommendation of DCS for Education and Training
Study Leave	CPCG, upon recommendation of District/ Unit Commander
Compassionate Leave	CPCG, upon recommendation C,CGMED
Convalescent Leave	District / Major/Unit Commander, upon recommendation of C,CGMED/ CG District Medical Officer if not more than 15 days VCA, upon recommendation of C,CGMED/ CG District Medical Officer if more than 15 days
Leave of Absence without Pay a. Local b. Abroad	CPCG CPCG (<u>Section II 2-27</u>)

2-30 Commutation of Leave

- a. Commutation of accumulated leave credits for retirement.

Applicant	Approving Authority
Officers	CPCG
Non-Officers	CPCG

- b. Terminal Leave

Applicant	Approving Authority
Officers	CPCG
Non-Officers	CPCG

2-31 Vacation and/or Sick Leave –

a. Vacation and/or sick leave shall be cumulative and any part thereof not taken within this calendar year in which earned is carried over the succeeding year.

b. A PCG personnel can accumulate vacation and sick leave credits without limitations as to number of days of vacation and sick leave that he may accumulate.

c. Any PCG personnel who, due to exigencies of the service are prevented from going on leave shall be entitled to commute whatever leave credits he has earned, and receive the case value thereof while still in the active service. Provided, that such military person has at least five (5) months leave credit which he cannot commute: Provided, further that such PCG personnel can commute and receive the money value of not more than two (2) months leave credits per year, and Provided, finally, that such excess leave credits shall be without prejudice to the PCG personnel's option to continue rendering work and be entitled to receive his/her corresponding pay and allowances to enjoy leave by utilizing leave credits not otherwise commuted.

d. Sick Leave shall be approved by the District/ Major Unit/ Unit Commander, upon recommendation by C, CGMEDSVC or any medical officer/doctor.

2-32 Termination of Leave – Termination of leave shall only be entertained upon the recommendation of the Major Service Commander and upon payment of the money representing the unexpired leave. PCG personnel who resigns voluntarily or is separated from the service through no fault of his own shall be entitled to the commutation of all accumulated vacation and sick leave to his credit, provided, that the total vacation and sick leaves that can be commuted shall, in no case, exceed ten (10) months.

2-33 Authorization of Leave – Leave shall be covered by special orders, copy of which is furnished everyone concerned who shall keep it while on leave. The Special Orders shall contain the following information:

- a. Type of leave
- b. Grade, full name and Serial Number
- c. Unit of organization
- d. Number of days authorized including travel time allowance.
- e. Address while on leave.

2-34 Number of days Authorized – Vacation and/or Sick Leave may be granted to PCG personnel after six (6) months of continuous, and satisfactory service on the basis of fifteen (15) days vacation leave and fifteen (15) days sick leave for each year of service.

2-35 Extension of Leave –

- a. Leave may be extended by the granting authority upon application.
- b. Extension may be made by telegram or letter.
- c. In no case shall pass be used for extension of leave.
- d. Extension of leave abroad shall be applied for prior to departure from the Philippines.
- e. Extension shall be limited only up to ninety (90) days.

2-36 Granting of Sick Leave –

a. Sick leave may be granted to PCG personnel to promote his/her convalescence from disease or injury by affording the sick opportunity to enjoy rest, better climate or change of environment, or when progress or convalescence has reached a point where further hospital treatment is unnecessary, but the PCG personnel is still unfit for duty. The recommendation for sick leave shall be made if the PCG personnel are unable to perform full official duty due to physical and mental illness.

b. When a PCG Personnel on active duty suffers injury or disease, the day lost during his/her treatment shall not be counted against the annual leave allowance as provided in *Sections 5 and 7 of Commonwealth Act 220*. An injury or disease is considered acquired in line of duty when it is contracted in the service, and not due to his/her misconduct, wilful failure, the intemperate use of drugs or alcohol or thru vicious or immoral habits. (Sec. 90-A Nr 1, as amended by CA Nr 385 dtd 5 Sep 38).

c. Sick leave shall also be granted to any PCG personnel because of sickness of any member of his/her family.

d. An application for sick leave shall be accompanied by a medical certificate stating the nature of wound or disability, the cause thereof, if known and the prognosis. The Medical Officer shall recommend whether the leave should be granted, and stated therein the reason, if denied.

e. If an Officer or non-officer fails to return to his/her unit at the expiration of sick leave, he/she shall submit to his/her commanding officer a statement from a physician, preferably a Medical Officer of the PCG about his/her physical condition, if this is not practicable, his/her own certificate. This certificate shall be referred to the Medical Officer who shall recommend whether the leave should be extended or other action should be taken.

2-37 Leave of Absence without Pay –

a. Leave of absence without pay and to be spent locally may be authorized by the CPCG as, in his discretion, the exigencies of the service and the needs of individual applicants may warrant, subject to the provisions of this Circular. This authority may be delegated from time to time under such conditions as CPCG may prescribe.

b. No Officer or Non-Officer on leave of absence without pay shall leave the country without prior authority from the SOTC (except to undergo scholarship or fellowship training grants approved by the Special Committee on Scholarship under Chairmanship of the Department of Foreign Affairs).

c. The period covered by leave of absence without pay for any reason other than sickness or injury shall not be counted as actual service or active military service rendered, for purposes of determining rights to leave with pay, retirement, longevity pay and promotion in the PCG service.

2-38 Sickness or Injury

a. An application for leave without pay on account of sickness or injury shall be treated in the same manner as that of para 2-27 above.

b. Leave of absence without pay due to sickness or injury incurred not in line of duty shall not affect entitlement to allowance as authorized under *Section 13, RA Nr 138, as amended*.

c. Leave of absence without pay granted on account of sickness or injury, whether incurred in line of duty or not, and not exceeding one (1) year, shall be counted as actual service or active PCG service for purposes of determining rights to leave, allowances (with pay), retirement, longevity pay and promotion provided that such leave does not immediately proceed the persons retirement, resignation, discharge, reversion to inactive status, or other separation from the active service.

2-39 Permission to Visit Foreign Countries – The PCG Attachés in foreign countries are authorized to grant permission to PCG Personnel on official business abroad to visit, pass-by or make a stop-over in other friendly countries on their way back to the Philippines within their authorized leave travel time; granted by the Commandant, PCG and/or by the PCG Attaché, subject to the following restrictions/limitations:

- a. The visit shall be at no extra cost to the government.
- b. CG Adjutant, PCG shall be notified immediately of such approval.

- c. Such permission may be revoked by the Commandant, PCG any time in the interest of the service.

Section IV REQUIREMENTS AND LIMITATIONS

2-40 Requirements –

a. Applicants in the Philippines.

1. Application to spend-leave abroad shall be accompanied by a sworn statement of the application as a condition precedent for the approval of his request that he shall not request separation/retirement/resignation while abroad;

2. That he will reenlist upon arrival to the Philippines should his ETE occur during such leave;

3. That he will return to the Philippines at least fifteen (15) days before the expiration of his current enlistment if the application is a non-officer or before the expiration of his current tour of duty in case of an Officer.

4. That he has enough funds to finance himself and his family, if any, during the period of his leave.

b. Applicants already abroad – the procedure is the same as in paragraph 2-38a above, except that when the leave is to be spent abroad; approval of SOTC is necessary in case of thirty (30) day and more; or Commandant, PCG for twenty nine (29) days and below.

c. Where leave shall be spent for training or study grant abroad, basic requirements of **“no expenses on the part of the government”** shall be stated in the application and in the implementing orders. An applicant should execute statement to this effect, duly administered and ensured to submit the same to CPG.

d. Request for leave to be spent within the country should be filed at least two (2) weeks prior the intended date of effectivity of leave while leave to be spent abroad should be filed at least one (1) month prior the intended date of effectivity of leave.

2-41 Limitations –

a. An Officer authorized to grant leave may temporarily suspend or restrict the granting thereof of any member or all of the PCG personnel under him whenever circumstances warrant such restriction or suspension.

b. The number of PCG Personnel on leave shall not exceed fifteen percent (15%) of the total strength of a unit, except on occasions following extended large scale maneuvers or specialized training, or station and under other exceptional circumstances as determined by the commanding officer.

c. Non-Officer on leave must not carry firearms except as specifically provided by regulations or directed by the authority granting furlough.

d. All Commanders concerned will plan and regulate the granting of leave to Non-Officer with due regard to the availability of transportation involved in the travel.

e. Non-Officer whose homes are far from their station shall be given additional time equal to, but not longer than the usual time taken by commercial land or water transportation to enjoy the major portion of their leave at home instead of in travel status.

f. A trainee/draftee assigned is entitled to leave credits and privileges, provided, he satisfies the requirements under existing laws and regulations of at least six (6) months continuous and satisfactory service and provided further, that draftee/trainee will not be entitled to leave privileges within the duration of the compulsory training. Likewise, he may receive the money value of his un-expired leave credits if commuted upon separation, provided he is not discharge for cause.

The granting of leave to a draftee/trainee is subject to certain limitations and requirements. A draftee/trainee is not entitled to have privileges if he is facing court-martial or administrative charges, if he fails to return to duty upon the expiration of his leave, and his leave may be terminated anytime as the need of the service may require.

g. An Officer ordered to duty while on vacation leave is considered on duty or on completion thereof, he/she may revert to leave status if he desires to continue his leave. In such case, appropriate orders shall be issued by proper authority.

h. PCG Officers and Non-Officers on leave shall not be entitled to receive additional subsistence and sea duty pay. CG Aviators and flight crew may be granted flying pay while on authorized leave provided they meet the requirements set forth on the minimum flying hours.

i. The number of PCG personnel on leave of absence without pay shall at no time exceed one tenth (1/10) percent of the actual number of Officers and Non-Officers on active duty.

j. Except for the purpose of paragraph 2-36 above, PCG personnel with less than five (5) years of continuous active service shall not be granted leave of absence without pay.

k. Leave of absence without pay shall not be granted to any PCG personnel who has leave of absence with pay standing to credit, or who is facing court-martial or administrative charges.

l. Leave of absence without pay shall not be granted for more than one (1) year except for PCG personnel whose spouses are detailed abroad as PCG Attachés or occupying other positions of similar nature and who shall further be covered by the provisions of the succeeding paragraph. A PCG personnel who fails to return to duty upon the expiration of his leave of absence without pay shall forthwith be considered as absent without leave. Appropriate steps shall be taken against him; either discharges him from the service or apprehend and return him to Unit for disciplinary action.

m. A PCG personnel who joins his/her spouse during the latter's tour of duty abroad shall be granted three (3) years leave, considering all the tour of duty of PCG Attachés or other positions of similar nature is three (3) years. In availing of such leave, concerned personnel shall first utilize his/her unused leave credits and the balance of same shall be leave without pay subject to the provisions of paragraph 2-37c and 2-41 of this *Circular*. All other allowances/benefits of PCG personnel who are on leave without pay that are covered by the provisions of this paragraph are denied. It is further understood that his/her ranking in the Seniority Lineal List will be automatically affected due to his/her absence in the active service subject to existing regulation on seniority and promotions.

Section V
SUBSISTENCE ALLOWANCE/PAY WHILE ON LEAVE

2-42 Ration – Non-Officers on leave are entitled to the monetary value of the garrison ration for the period they were subsisted at government expenses, including authorized travel within the Philippines.

2-43 Cash Ration – Cash ration for PCG personnel on pass shall be given by the unit commander only under any of the following circumstances:

- a. Death in the family or of close relatives.
- b. Illness in the family or of close relatives.
- c. Other justifiable reasons to be determined by the unit commander.

Provided, however, that in case a Non-Officer is already on cash basis or is not included in the unit mess no deduction shall be made from his subsistence allowance for any pass granted him.

CHAPTER 3
PROCEDURES

Section 1
APPLICATIONS

3-44 Contents of Application. –

a. Leave – Every application for leave must state the *duration, reason, address while on leave, date of initial services with the PCG, inclusive dates of latest leave enjoyed*. It must also state *whether the applicant is a member of a General Special Court Martial and/or Board or whether he/she has a pending case*. (See Annex A)

b. Application for pass/informal leave will contain the following information: (See Annex B)

1. State name of Unit assignment
2. Signature of Unit Commander
3. Name, grade, serial number, organization, and signature of applicant.
4. Specific address while on pass
5. Inclusive dates and hours of the pass
6. Whether or not authorized to carry firearms
7. Authorized uniform

3-45 Channels of Application – All application for leave shall be coursed through channels. An application which takes effect after the applicant is relieved from one unit and transferred to another shall be submitted and recommended to his immediate Commander who will forward the same through channels to the Commanding Officer of the unit where the applicant is transferred.

Section II RESTRICTIONS

3-46 Restriction –

a. Vacation leave shall not be granted to an Officer who is a member of a General or Special Court-Martial and/or Board of Officers, if a pending case is being heard, or when he has pending case.

b. All leave of absences (except sick leave) and personal travels are matter of privilege. The grant of which may be withheld or denied in the exigency of the service.

Section III COMPUTATION AND COMMUTATION OF LEAVE OF CREDIT

3-47 Computation and Commutation of Leave Credit –

a. In computing leave credits, the day of departure is considered as the beginning of the day of absence and the date of return as the date of duty. Leave granted with a definite number of days must be indicated in the orders to begin from and terminate on a specific date, exclusive of Saturdays, Sundays and holidays.

b. The Commandant, PCG may authorize the commutation of the salary that a PCG Personnel may receive during the period of vacation and sick leave and direct its payment on or before the fund out of which the salary would have been paid; Provided, that no Officer/Non-Officer whose leave has been commuted following his separations to the service shall be reappointed or re-employed in the government of the Philippines before the expiration of the leave commuted, he must first refund the money value of the unexpired portion of the leave commuted. (See Sec. 286 of Administrative Code, as amended in RA Nr 611 and RA 1081).

Section IV
MISCELLANEOUS

3-48 AWOL After Leave-

a. Unexcused extension of leave shall cause the forfeiture of all pay and allowances for the period of the over stay.

b. In computing the period of overstay, the due to return from leave shall be counted as the first day of AWOL.

3-49 Individual Leave Record – All leaves shall be recorded in the PCG Index Card. The entries and final disposition shall be made according to the following:

a. Computation of Leave – For uniformity, initial entry in the PCG Index Card of the PCG Commissioned Officers and Non-Officers, respectively, shall be, in every case, from 15 June 54, pursuant to the provisions of RA Nr 1081. If applicable, the provisions of RA Nr 611 may be availed of to get the total balance of credit due an individual as in any convenient date of a calendar year thereafter.

b. Instructions in the preparation of leave record – For clarity and uniformity, the following instructions shall be followed. Entries may be typed or hand printed in black or blue-black ink. (*See Annex C*)

1. Item 1 – Below the printed words, type the desired information. Letter a is for PCG Personnel on continuous active service. A new record is for other items may be typed or hand printed in black or blue-black ink.

2. Item 2 – Under FROM, indicate the date a Non-Officer or an Officer entered/Commissioned/CAD into the service.

3. Item 3 – Under TO, indicate the last date of service with the PCG.

4. Item 4 – Indicate the accumulated vacation and sick leave as of 15 June 1954, per Nr 1081.

5. Item 5a – Indicate the type of leave – either ordinary or emergency.

6. Item 5e – Indicate the Special Orders, e.g. para 2, SO Nr 111, HPA, s-76.

7. All entries under 5b, c and 6a, b shall be recorded by showing the day, month and year. Spaces between the numerals and abbreviations of the months shall be omitted to conserve space e.g. 16 Nov 76. When an entry is made in Item 6, a line shall be drawn through the opposite blank under Item 5 to prevent their erroneous use.

8. Item 7 – item 4 plus 6c – Balance is always indicated opposite any entry under Item 5 or 6.

c. A PCG Personnel enjoying leave with pay continues to earn credit while on such authorized leave.

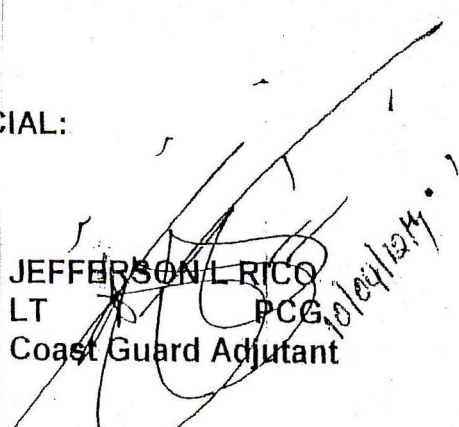
d. This form shall be filed with the Personal Action Form (PAF) of the individual concerned.

3-50 Repealing Clause – All other policies and regulations inconsistent with this *Circular* are hereby superseded accordingly.

3-51 Effectivity – This Circular shall take effect upon publication.

BY COMMAND OF VICE ADMIRAL TAN:

OFFICIAL:


JEFFERSON L. RICO
LT PCG
Coast Guard Adjutant

AARON T RECONQUISTA
COMMO PCG
Chief of Coast Guard Staff

DISTRIBUTION:

"A"