

**[ EXECUTIVE ORDER NO. 324, February 11, 1941 ]**

**PRESCRIBING REGULATIONS GOVERNING THE APPROVAL OF  
APPLICATIONS FOR VACATION AND SICK LEAVE OF OFFICERS  
AND EMPLOYEES OF THE GOVERNMENT**

In order to expedite action on applications for vacation and sick leave under the provisions of Commonwealth Act No. 220, as amended, I, Manuel L. Quezon, President of the Philippines, acting upon the recommendation of the Commissioner of Civil Service, do hereby prescribe the following regulations governing the approval of applications for leave of absence for the information and guidance of all concerned:

1. Each chief of bureau or office of the National Government, the provincial government and the government of a chartered city may approve after the words, "By authority of the Department Secretary," all applications for leave of permanently appointed officers and employees under said chief of bureau or office, provided their services can be spared without detriment to the interests of the public service.
2. Where some question is involved requiring determination by the Chief Executive or Department Head, or where the application for leave is denied on account of the exigencies of the service, the application shall be forwarded thru the Commissioner of Civil Service for final executive action.
3. Leave without pay shall not be granted whenever the employee concerned has leave with pay to his credit. Temporary employees may be granted such leave without pay as is not incompatible with the needs of the service
4. Where officers and employees are facing administrative charges or administrative proceedings are being instituted against them, no leave of absence with pay shall be granted the respondents for the time being.
5. In order that a uniform practice may be observed throughout the service, computation of leave shall be made on the basis of one day's vacation leave and one day's sick leave for every twenty-four days of actual service. The term "actual service" refers to the period of continuous service since the permanent appointment of the officer or employee concerned including the period or periods covered by any previous leave with pay granted. Leave of absence without pay for any reason other than illness shall not be counted as part of the actual service rendered.
6. In case of separation from the service of an officer or employee, no payment of any money due the resigning employee (whether in the form of salary, leave or otherwise) shall be made until after notice has been received from the Bureau of Civil Service that he did not enjoy any leave with pay in excess of that allowable for service rendered. All the necessary data relating to unreported absences and undertime should be furnished the Bureau of Civil Service for the proper and final