

**[ CSC MEMORANDUM CIRCULAR NO. 6, 1996,  
March 21, 1996 ]**

**SPECIAL PRIVILEGES**

Pursuant to CSC Resolution No. 96-2242\* dated March 21, 1996, the Commission resolved to authorize agencies, with or without existing or approved Collective Negotiation Agreement (CNA) to grant Special Privileges enumerated under the checklist of reasonable working conditions in the public sector as embodied in CSC MC No. 30, s. 1994, as follows:

- a. paternity leave
- b. funeral/mourning leave
- c. graduation leave
- d. enrollment leave
- e. wedding/anniversary leave
- f. birthday leave
- g. hospitalization leave
- h. accident leave
- i. relocation leave

subject to the following conditions:

1. That the employee may be granted a maximum of three (3) days within a calendar year for the availment of any special privilege/s of his/her choice which he/she would opt to avail;
2. That such special privileges shall be non-cumulative and non-commutable; and
3. That the employee shall seek approval of the application for the said special privileges for at least one (1) week prior to the availment of the special privilege, except on emergency cases.

It is understood, however, that same, if utilized shall not be charged to or deducted from the officials'/employees' accumulated leave credits.

All other existing Civil Service Commission Resolutions and issuances which are inconsistent herewith, are deemed repealed or amended.