



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



22 November 2010

DCS-HRM

STANDARD OPERATING PROCEDURE)

NUMBER 14 - 10)

FORCED/MANDATORY LEAVE

I. GENERAL: This prescribes the policies governing the enforcement of forced/mandatory leave for all personnel of the Philippine Coast Guard.

II. PURPOSE: To provide opportunity for all coast guard personnel to allocate quality time for their family, to take rest, unwind and reinvigorate themselves from the tedious office/operation duties.

III. REFERENCES:

a. Executive order Nr 1077, otherwise known as Revising the Computation of Creditable Vacation and Sick Leaves of Government Officers and Employees.

b. Executive Order Nr 292. Book V of the Amended Omnibus Rules on Leave

IV. OBJECTIVE: To establish a uniform and equitable system of implementing the mandatory leave of personnel of the Philippine Coast Guard in order to enhance their morale, and performance of duty.

V. POLICIES/PROCEDURE: Following are the mechanics adopted by this command relative to the implementation of a sound and acceptable program of forced/mandatory leave.

a. Coast Guard personnel are directed to strictly follow to the letter the allowable leaves mandated by regulations (ordinary leave, sick leave, maternity leave, convalescent leave, compassionate leave, graduation leave, academic leave, informal leave, paternity leave, R&R and passes).

b. Coast Guard personnel availing of the aforementioned leaves who incurred delay in reporting back to his unit shall be deducted to his allowable leave credits earned corresponding to the number of days of his delay.

c. In addition to this, all officers and enlisted personnel of the Philippines Coast Guard shall be required to avail five (5) days vacation/ordinary leave annually, chargeable against their leave credits;

d. The unused five (5) day vacation/ordinary leave will be automatically forfeited if not taken during the year or will not be credited and accumulated into creditable vacation leave.

e. The same number of five (5) days will be charged against the individual's leave credit even if the availment is less than five (5) days of vacation/ordinary leave.

f. The Unit Commander/Chief of offices shall adopt a staggered scheduling of forced leaves in his unit/office. Provided, that he may, as the exigency of the service requires, cancel any previously scheduled leave. The number of personnel on leave (forced or otherwise) shall not exceed ten percent (10%) of the actual strength of the Unit/Office.

g. Monthly and quarterly reports indicating the number of personnel who went on leave including the number of days shall be submitted to the Coast Guard Adjutant together with the hard copy of the order to this effect.

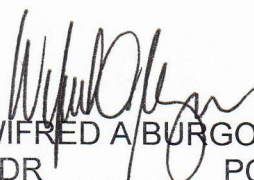
h. The Coast Guard Adjutant shall maintain records of each personnel who availed and who did not avail of the privilege.

VI. EFFECTIVITY: This directive takes effect upon approval.

BY COMMAND OF ADMIRAL TAMAYO:

OFFICIAL:

ENRICO EFREN A EVANGELISTA
COMMO PCG
Chief of Coast Guard Staff


WIFRED A BURGOS
CDR PCG
Coast Guard Adjutant