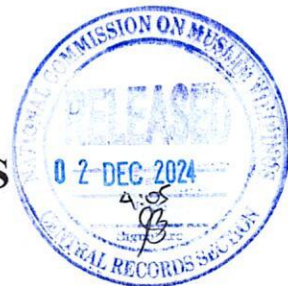




Republic of the Philippines
OFFICE OF THE PRESIDENT

NATIONAL COMMISSION ON MUSLIM FILIPINOS

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COMMISSION EN BANC RESOLUTION NO. 23 SERIES OF 2024

AN EN BANC RESOLUTION ON GUIDELINES FOR THE MONETIZATION OF SICK LEAVE AND VACATION LEAVE OF ALL NCMF EMPLOYEES FOR THE YEAR 2024

WHEREAS, the National Commission on Muslim Filipinos (NCMF) acknowledges the critical role that employee well-being plays in fostering a productive and engaged workforce;

WHEREAS, monetizing accumulated sick and vacation leave credits will provide substantial financial relief to employees facing medical emergencies, calamity-related challenges, and other pressing financial needs, thereby contributing to their financial security during difficult times;

WHEREAS, the total monetizable amount for all employees will be determined based on the available and allowable sick leave and vacation leave credits accrued by each employee, ensuring fairness and equity in the distribution of benefits;

WHEREAS, this resolution aims not only to support the financial stability of NCMF employees but also to enable the Commission to effectively utilize its available budget. We can prevent the underutilization of funds that might otherwise need to be returned to the Department of Budget and Management (DBM), thus maximizing our agency's resources for the benefit of our employees and operations;

RESOLVED, that all accumulated leave credits for NCMF employees shall be monetized according to the guidelines established herein, with the goal of ensuring that employees can access their benefits in a timely and efficient manner. Hence the following is the Guidelines of Monetization of Leave, *to wit*:

Guidelines for the Monetization of Sick Leave and Vacation Leave of all NCMF Employees for the Year 2024

Section 1: Interpretation and Objectives

Leave laws are social legislations which had been enacted to promote the physical and mental well-being of public servants and should be responsive with the times and be interpreted reasonably in favor of the employee. Monetization of leave credits aims to:

- Provide necessary additional funds to finance the education, health or other emergency expenses of the employee, or any member of his family by allowing him to monetize portion of his accumulated vacation leave credits;
- Allow the employee to continue reporting for work and be paid his salary for services actually rendered even if he chooses to monetize his vacation leave;
- Authorize the payment of the monetized leave credits.

Section 2. Definition of Terms

- Monetization of leave credits.** Payment of the money value of accumulated vacation leave credits without actually going on leave of absence.



- b. **Accumulated vacation leave** refers to the vacation leave credits earned by an employee.
- c. **Sick Leave** refers to leave of absence granted only on account of sickness or disability on the part of the employee concerned or any member of his immediate family.

Section 3. Monetization of Leave/Service Credits

3.1 General Rule

- a. Rank and file employees may avail a maximum of thirty (30) days of total accumulated leave credits;
- b. Division Chiefs and Service and Regional Directors may avail up to forty (40) days;
- c. The Secretary, Commissioners, Executive Director and Deputy Executive Director may avail a maximum of one-hundred (100) days.

3.2 Special Cases

In case the vacation leave credits is insufficient, a combination of vacation and sick leave credits may be used. To be eligible, the employee must have accumulated sick leave credits, such that the remaining balance after monetization is at least fifteen (15) days sick leave credits. If the monetization shall be charged against the sick leave credits whether in part or in full, it must be based on any of these valid and justifiable reasons:

- a. Health, medical and hospital needs of the employee and the immediate members of his/her family;
- b. Financial aid and assistance brought about by force majeure events such as calamities, typhoons, fire, earthquake and accidents that affect the life, limb, and property of the employee or his/her immediate family;
- c. Educational needs of the employee and the immediate members of his/her family;
- d. Payment of mortgages and loans which were entered into for the benefit or which inured to the benefit of the employee and his/her immediate family;
- e. In cases of extreme financial needs of the employee or his/her immediate family where the present sources of income are not enough to fulfill basic needs.
- f. Other analogous cases as may be determined by the Commission.

A valid and justifiable reason must be indicated in the application form for applications for monetization charged to sick leave credits or combination of sick and vacation leave credits. Supporting justification/documents must also be attached.

The monetization of more than 50% or more of the accumulated leave credits shall be upon the favorable recommendation of the agency head and subject to availability of funds.

Section 4. Restrictions, Funding and Effectivity

4.1 Restrictions – The following restrictions shall be observed in the monetization of vacation leave/service credits

- a. Any employee who avails of this privilege shall not be allowed to go on vacation leave simultaneous with the monetization of leave credits. This provision, however, shall not be applied to those who shall go on sick leave.
- b. An employee who has accumulated more than fifteen (15) days of vacation leave/service credits can only avail of the maximum of ten (10) days monetized vacation leave/service credits prescribed under Section 2, Rule IV, of this Rules.

4.2 Funding – Funding for the implementation of monetization of vacation leave credits/service credits shall be charged against savings of the department, agency, or local government unit concerned.

Provided that in the utilization of savings, agencies shall give priority to payment of monetized leave credits/service credits and provided further that employees holding positions below salary grade 19 shall be given preference in the availment of the privilege.

Section 5. Effectivity – These guidelines shall take effect immediately.

NOW THEREFORE, the Commission **RESOLVES**, as it is hereby **RESOLVED**, to approve the Guidelines for the Monetization of Sick Leave and Vacation Leave of all NCMF Employee for the Year 2024.

RESOLVED FURTHER, that the NCMF will prioritize the efficient processing of this resolution, ensuring that all employees are informed of the guidelines and procedures, thus maximizing the benefits derived from this initiative.

APPROVED AND SIGNED by the undersigned Commissioners, this ⁴¹⁻08^{02/2024}th day of ^{02/2024}NOV in Quezon City, Philippines.


SABUDDIN N. ABDURAHIM
Secretary

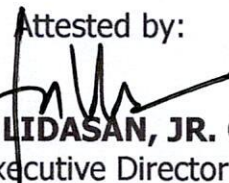

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Attested by:

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Executive Director