



October 18, 2024

HOSPITAL MEMORANDUM

No. 408 s. 2024

TO : ALL SPMC PERSONNEL

SUBJECT : PROHIBITION OF LEAVE OF ABSENCE IN DECEMBER 2024 & JANUARY 2025

In the exigency of service, all SPMC Personnel are hereby informed that the hospital shall not allow the filing of **Vacation Leave, Sick Leave and Special Leave**, on the following dates:

<u>EMPLOYEE</u>	<u>FROM</u>	<u>TO</u>
Division Heads Section Heads Supervisors Key Officials Rank & Files	December 23, 2024 (Monday)	January 3, 2025 (Friday)

An employee who wishes to be on vacation leave or special leave during the entirety or a portion of the aforementioned period must submit a letter of intent, endorsed by his/her immediate supervisor and Division Head, to the undersigned for approval. Once approved and properly filed, the absence will be classified as LEAVE WITHOUT PAY, hence, it will be deducted from the employee's compensation and benefits. It is understood, however, that the absence shall no longer be deducted from the employee's vacation leave or special leave credits in view of this prohibition.

If the leave of absence is due to illness, the filed Sick Leave must have an attached Medical Certificate regardless on the number of days to merit the approval of the immediate supervisor, and the Division Heads.

Any absences, except due to illness as specified above, without the approval of the undersigned shall be considered as ABSENCE WITHOUT OFFICIAL LEAVE (AWOL) and will be dealt with according to existing hospital memorandum, and Civil Service Commission (CSC) rules and regulations on attendance.

Job order personnel are also covered by this prohibition.

For information and strict compliance.


DR. RICARDO B. AUDAN, FPAFP, DPA, CHA
Medical Center Chief II