

**Memorandum Circular No. 008-2015
October 5, 2015**

REHABILITATION PRIVILEGE POLICY

1.0 Purpose

In the best interest of service and in order to set policies and guidelines for availing of the Rehabilitation Privilege (CSC-DBM Joint Circular No. 1, s. 2006 and CSC-DBM JC No. 11, s. 2015), the following shall be implemented for the guidance of all concerned. This Policy provides the guidelines for availing of the Rehabilitation Privilege in accordance with humane, employee-friendly policies, ensures uniform policy interpretation, and forestalls the misuse of the privilege.

2.0 Coverage

All personnel with permanent, temporary, casual, or contractual appointments, including those with fixed terms of office, may avail themselves of the Rehabilitation Privilege during their employment with the Bank and in accordance with these guidelines.

Consultants, those hired under contract of service or job-order, those hired with no employer-employee relationship are not covered in this privilege.

3.0 Guidelines

3.1 Officials and employees of the Bank may be entitled to the Rehabilitation Privilege for a maximum period of six (6) months for wounds and/or injuries sustained while in the performance of official duties. The duration, frequency, and terms of availing of the privilege shall be based on the recommendation of medical authority. Hence, availing of the privilege may be for less than six (6) months, or may be on a half-time basis or an intermittent schedule as determined by the medical authorities provided that the cumulative total period of availing of the privilege will not exceed six (6) months.

Illness or sickness resulting from or aggravated by working conditions or the environment cannot be a basis for availing of the Rehabilitation Privilege even if the same may be compensable under the law and regulations of the Employee Compensation Commission (ECC).

3.2 For availing oneself of the Rehabilitation Privilege, performance of duty means situations wherein the official or employee was at work. The same privilege may be extended to officials and employees in situations where the official or employee meets an accident while engaged in activities inherent to the performance of his/her duties, including being on Official Business outside of his/her work station, Official travel, authorized overtime, Detail Order, and Special Assignment Orders.

3.3 Injuries from accidents that occurred while the official or employee is going to work or going home from work **may be considered** sustained while in the performance of official duties.

Management, in the exercise of sound discretion, shall examine and consider the prevailing or circumstantial factors/conditions of the official or employee who intend to avail of the Rehabilitation Privilege from accidents that occurred while going to work or going home from work. These may include, but shall not be limited to, the following:

- 3.3.1 Established intent on the part of the official or employee in going to work from home or going home from work;
- 3.3.2 The official or employee is in his/her usual route in going to work from home and going home from work;
- 3.3.3 Reasonable proximity of the accident to the place of work; and
- 3.3.4 Wounds or injuries were sustained within reasonable time from leaving his/her home or recorded departure from the place of work.

Other rightfully established evidence to merit the entitlement of an official or employee to Rehabilitation Privilege may be considered.

3.4 Absence from work during the period of Rehabilitation Privilege shall not be deducted from the accumulated sick or vacation leave credits of the official or employee.

However, officials or employees while on the Rehabilitation Privilege do not earn and accumulate sick and vacation leave credits.

3.5 Officials and employees availing of the Rehabilitation Privilege **shall receive** their salaries and regular benefits such as Personnel Economic Relief Allowance (PERA), year-end bonus, and cash gift mandated by law.

They are **not entitled** however to benefits and privileges that are enjoyed based on the actual performance of duties of positions entitled to these benefits such as Representation and Transportation Allowances (RATA).

3.6 Claimants of Rehabilitation Privilege benefits are entitled to reimburse for first-aid expenses, preferably in government facilities. Reimbursement is subject to the availability of funds and shall not exceed Php5,000.00 unless expenditures beyond said amount are necessary as certified by medical authorities and approved by the Chairman and CEO.

For this purpose, first aid refers to the basic medical treatment immediately given to a person hurt in an accident.

4.0 Procedure

4.1 Application for Rehabilitation Privilege shall be made through a letter, supported by relevant reports such as the police report, if any, and medical certificate on the nature of the injuries, x-rays or other medical examinations, the course of treatment involved, and the need to undergo rest, recuperation, and rehabilitation, as the case may be.

Application should be made within one (1) week from the time of the accident except when a longer period is warranted. Applications may be made for the injured official or employee by a member of his/her immediate family.

4.2 Written concurrence of a government physician should be obtained relative to the recommendation for rehabilitation if the attending physician is a private practitioner, particularly on the duration of the period of rehabilitation.

5.0 Responsibilities of the Management:

5.1 The Chairman and CEO, through HRM, shall determine whether the injuries were incurred while in the performance of duties.

5.2 The Chairman and CEO, through the HRM and heads of branches/departments/units should monitor monthly the medical status of the employee undergoing rehabilitation.

5.3 The Chairman and CEO shall be held responsible and personally liable for any false or fraudulent claims and irregular availing of the privilege.


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Chairman and CEO