1. Section 23 of the Omnibus Rules on Leave shall also apply, to wit;

Monetization of 50% or more of vacation/ sick leave credits. -Monetization of fifty percent (50%) or more of the accumulated leave credits may be allowed for valid justifiable reasons such as:

a. Health, medical, and hospital needs of the employee and the immediate members of his/ her family;
b. Financial aid and assistance brought by force majeure events such as calamities, typhoons, fire, earthquake and accidents that affect the life, limb and property of the employee and 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 such as food, shelter and clothing;
f. Other analogous cases as may be determined by the Commission.

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

2. For your information and guidance.