

	JOHN HAY MANAGEMENT CORPORATION	Document Code	2022-0711-003
	POLICY ON THE AVAILMENT OF REHABILITATION PRIVILEGE	Revision Number	0
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1.0 POLICY

It is the Policy of the John Hay Management Corporation (JHMC) to grant rehabilitation privilege to its officers and personnel and ensure that the said privilege is not misused based on the following legal bases:

- a. *CSC and DBM Joint Circular No. 1, series of 2006 (Guidelines for Availing the Rehabilitation Privilege).*
- b. *CSC and DBM Join Circular No. 1, series of 2015 (Amendments to the Guidelines on Availing the Rehabilitation Privilege).*
- c. *E.O. No. 150. Series of 2021 (Approving the CPCS and IOS-G, Framework, Repealing Executive Order No. 203, s. 2016).*
- d. *CPCS Implementing Guidelines No. 2021-01*
- e. *Other applicable laws, rules and regulations.*

2.0 OBJECTIVE

To prescribe rules and regulations on the grant of rehabilitation privilege to qualified JHMC officers and personnel.

3.0 COVERAGE

All JHMC officers and personnel under the JHMC's Table of Organization (TO), regardless of employment status, including project-based and fixed-term personnel may avail of the rehabilitation privilege during their employment with JHMC.

4.0 DEFINITION OF TERMS

4.1 REHABILITATION PRIVILEGE – *is a paid leave of absence, distinct and separate from the other leave benefits, which a qualified officer or personnel may avail of for a maximum of six (6) months for wounds or injuries sustained while in the performance of official duties.*


The duration, frequency and terms of availing the privilege shall be based on the recommendation of a medical authority. The availment of the said 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 the same will not exceed six (6) months.

4.2 MEDICAL AUTHORITY – *a person licensed to practice medicine under the laws of the Philippines, whether private or public.*

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4.3 WHILE IN THE PERFORMANCE OF OFFICIAL DUTIES – means the officer or personnel is already at work performing his/her duties when he/she sustained the wounds or injuries.

It shall include where the officer or personnel is engaged in activities inherent to the performance of his/her duties, including, but not limited to, being on official business (OB) outside his/her work station, on official travel, on authorized overtime, on detail order, and on special assignment orders.

Further, injuries from accidents that occurred while the officer or personnel is going to work and going home from work may be considered sustained while in the performance of official duties, subject to the conditions under 6.2 of this Policy.

4.4 FIRST AID- means basic medical treatment immediately given to the personnel.

4.5 HEAD OF THE AGENCY- refers to the President and CEO of JHMC.

5.0 PROCEDURE

5.1 The concerned officer or personnel, his/her immediate family, or his/her authorized representative submits to the HRD, his/her application for rehabilitation privilege (through a letter, memo, or any form of written communication) within one (1) week from the time of the injury, except when a longer period is warranted. The following shall be attached to the said application:

- a. Police Report, if any
- b. Medical Certificate (**initial findings from the attending medical authority**) on the nature of the injuries, the course of treatment involved, the need to undergo rest, recuperation, or rehabilitation, **and the estimated time of recovery**, as the case may be.
- c. Other necessary documents or reports.

5.2 Within one (1) day from receipt of the said application, the HRD checks the completeness of the application received, which includes necessary documents, and transmits it to the OVPCOO.

5.3 Within one (1) day from receipt, the OVPCOO endorses the same to the OPCEO for approval and/or disapproval.

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5.4 Within one (1) day from receipt, the OPCEO approves or disapproves the said application and informs the officer or personnel of the same.

6.0 IMPLEMENTING GUIDELINES

6.1 A JHMC officer or personnel may be entitled to the rehabilitation privilege for a maximum of six (6) months for wounds or injuries sustained while in the performance of official duties. The duration, frequency and terms of availing the privilege shall be based on the recommendation of a medical authority. The availment of the said 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 authority provided that the cumulative total period of availing the same will not exceed six (6) months.

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

6.2 To be able to avail of the rehabilitation privilege, the officer or personnel is already at work performing his/her duties when he/she sustained the wounds or injuries.

Further, "in the performance of official duties" shall include where the officer or personnel is engaged in activities inherent to the performance of his/her duties, including, but not limited to, being on official business (OB) outside his/her work station, on official travel, on authorized overtime, on detail order, and on special assignment orders when he/ she sustained the wounds or injuries.

Also, injuries from accidents that occurred while the officer or personnel is going to work and going home from work may be considered sustained while in the performance of official duties, subject to the following conditions, to be determined by the Head of the Agency, in the exercise of his/her sound discretion:

- a. *Established intent on the part of the officer or personnel in going to work from home and going home from work;*
- b. *The officer or personnel is in his/her usual route in going to work from home and going home from work;*
- c. *Reasonable proximity of the accident to the place of work or JHMC's premises; and*

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d. 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 officer or personnel to the Rehabilitation Privilege may be considered.

- 6.3 *Absence from work during the period of the Rehabilitation Privilege shall not be deducted from the officer's or personnel's accumulated leave credits. However, during the period of the said privilege, he/she shall not earn vacation and sick leave credits.*
- 6.4 *An officer or personnel who availed of the Rehabilitation Privilege shall receive his/her salaries and benefits. However, he/she shall not be entitled to benefits based on actual performance of duties such as, but not limited to, RATA, etc.*
- 6.5 *An officer or personnel who availed of the rehabilitation privilege may claim reimbursement of the first-aid expenses not exceeding P5,000.00, unless the expenses exceeding the said amount is necessary as certified by a medical authority and approved by the Head of the Agency, or his/her authorized representative.*
- 6.6 *Before an officer or personnel who availed of the Rehabilitation Privilege be allowed to report for work, he/she shall submit a medical clearance issued by a medical authority, stating that he/she is fit to work.*
- 6.7 *If after six (6) months, the officer or personnel who availed of the Rehabilitation Privilege needs more time for rest, recoupment, or rehabilitation per recommendation of a medical authority, he/she may use his/her sick leave credits. If his/her sick leave credits are not sufficient, he/she may use her/his vacation leave credits, subject to the approval of the Head of the Agency.*
- 6.8 *An officer or personnel who already reported back to work after availing of the Rehabilitation Privilege, may again avail of the Rehabilitation Privilege for new wounds or injuries sustained while in the performance of his/her official duties. The new wounds or injuries shall not be due and/or related to the previous wounds and injuries sustained.*
- 6.9 *An officer or personnel who has availed of the Rehabilitation Privilege is not precluded from availing other benefits such as but not limited to, Social Security System (SSS) benefits, Employees Compensation Commission (ECC) benefits, etc., on account of the wounds or injuries sustained, if qualified.*

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6.10 To ensure the continuous operations of the department, division, or unit of the officer or personnel who availed the Rehabilitation Privilege, the Head of the Agency or his/her authorize representative shall appoint an officer-in-charge, if necessary.

6.0 RESPONSIBILITIES OF THE HEAD OF THE AGENCY

6.1 The Head of the Agency shall determine whether the officer or personnel incurred the injuries while he/she is in the performance of his/her duties.

6.2 The Head of the Agency shall be responsible for any false or fraudulent claims and irregular availment of the said privilege.

6.3 The Head of the Agency, through the HRD shall monitor the monthly medical status of the officer or personnel.

7.0 FALSE, FRAUDULENT OR IRREGULAR CLAIM FOR REHABILITATION PRIVILEGE

Any officer or personnel who availed of the Rehabilitation Privilege under false, fraudulent or irregular claims shall be subjected to the provisions of the Code of Discipline, specifically:

GRAVE OFFENSES	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense
Serious Dishonesty	Dismissal	-	-	-	-

8.0 EFFECTIVITY OF THIS POLICY

This Policy shall take effect upon approval of the Good Governance Commission for GOCC's (GCG).

9.0 ROLL OUT OF THE POLICY

Once approved, this Policy shall be registered in accordance with the Quality Procedures on Control of Documents and rolled-out to all officers or personnel through a Staff Meeting.

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