



Republic of the Philippines
Supreme Court
Office of the Court Administrator

OCA CIRCULAR NO. 92-2021

TO : ALL JUDGES, OFFICIALS AND PERSONNEL OF THE FIRST AND SECOND LEVEL COURTS

RE : GUIDELINES ON REQUESTS FOR WELLNESS LEAVE FOR THE LOWER COURTS

Pursuant to Section 2.9 (Wellness Leave) of Memorandum Circular No. 03-2021 dated March 25, 2021 (Re: Implementing Rules and Regulations (IRR) of the Chief Justice C.A.R.E.S (Compassion, Awareness, Rehabilitate, Educate and Save), Program for the Entire Judiciary, the following guidelines, mechanisms and procedure shall be observed in the implementation and integration of the Wellness Leave as part of the non-monetary benefits of the judges, officials, and personnel of the lower courts to give special attention to their mental health wellness:

1. An employee who is at risk of developing, or who is found to have a mental health condition may be allowed to take an official leave of absence to ensure proper treatment and full recovery.
2. There shall be an additional two (2) days Wellness Leave for each judge, official and employee of the lower courts on top of the current fifteen (15) days Vacation Leave, fifteen (15) days Sick Leave and three (3) days Special Leave.
3. The application for Wellness Leave duly recommended by the Executive/Presiding Judge shall be submitted to the Employees' Leave Division (ELD), Office of Administrative Services (OAS), Office of the Court Administrator (OCA).
4. The application for Wellness Leave shall be filed at least one (1) day, whenever possible, before the effectivity date of such leave, or immediately upon the employees' return from such leave, if urgent.
5. The two (2) days Wellness Leave shall be forfeitable if not used in the particular fiscal year.

This Circular shall take effect immediately.

For your information and guidance.

July 8, 2021


JOSE MIDAS P. MARQUEZ
Court Administrator