MCVO TALENT OUTSOURCING	**MCVO Talent Outsourcing Services OPC** **Human Resources Department Policy & Guidelines**	**Version No.**	1.0
		Rev. Code	00
		Effectivity Date	May 29,2025
Section:	Standard Operating Procedure		
Subject:	Payment of US and PH Holidays When Employee is Absent Before and After the Observed Holiday		

Purpose: To define the rules for payment of US and Philippine (PH) holidays when an employee is absent on the day(s) immediately preceding or following the holiday, including specific scenarios involving unpaid leave, long-term absences, and authorized leave without pay.

Scope:
This SOP applies to all Regular and Contractor employees who are eligible for payment of US and PH holidays.

PH HOLIDAY GUIDELINES

- **Eligibility Requirement**

  To be eligible for PH holiday premium pay, employees must be present and in a paid status on both the workday immediately before and the workday immediately after the holiday.

- **Absence Before or After the Holiday**

  If an employee is absent without pay or on unauthorized leave on either the workday before or after a PH holiday, they are not eligible for the holiday premium pay.

- **Authorized Leave**

  Employees on approved paid leave on both the day before and the day after the holiday are considered present and are eligible for the PH holiday premium.

US HOLIDAY GUIDELINES

- **General Rule**

  Employees must be in a paid status on the workday immediately preceding a US holiday to qualify for holiday pay. If an employee is absent without pay on the day before a holiday, they are not entitled to holiday pay for the unworked holiday.

- Authorized Leave of Absence (Unpaid Due to Lack of Paid Leave Credits)

If an employee is on an authorized leave of absence on the day before a US holiday, and the leave is unpaid solely due to insufficient paid leave credits, the employee remains **eligible** for holiday pay even if the holiday is unworked, provided the leave is properly documented and approved.

- Long-Term Sick Leave, Maternity Leave, Suspension, or Indefinite Leave

  Employees on any of the following types of leave immediately preceding a US holiday will not receive holiday pay for the unworked holiday:

  - Long-term sick leave
  - Maternity Leave
  - Suspension
  - Indefinite leave of absence

- Unauthorized Absence

  Employees absent without authorization on the day before a US holiday are not eligible for holiday pay.

Summary Table

Holiday Type	**Eligibility Condition**	**Holiday Pay Eligibility**
US Holiday	Present or on authorized unpaid leave before the holiday	Paid
US Holiday	On long-term sick/maternity/suspension/indefinite leave before	Unpaid
PH Holiday	Present before AND after the holiday	Paid
PH Holiday	Absent (unpaid/unauthorized) before OR after the holiday	Unpaid

PH Holiday	On approved paid leave before AND after the holiday	Paid

Questions or Clarifications:

If you have any questions or need further clarification, please reach out to the Human Resources Department

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