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**February 18, 2021**

**DEPARTMENT OF ADMINISTRATION ORGANIZATIONAL CIRCULAR NO.: 2021-014**


**Memorandum**

**To:** All Line Department and Agency Heads  
**From:** Director, Department of Administration  
**Subject:** Personnel Alert and Guidance on Leave of Absence Requests  
RE: Family First Coronavirus Response Act (COVID-19 Pandemic)

*Hafa Adai!* On May 18, 2020, the Department of Administration issued a Department of Administration Organizational Circular No. 2021-020 permitting employees to request and take leave for certain conditions due to the Family First Coronavirus Response Act (FFCRA). This law was effective April 1, 2020, expanding the Family Medical Leave Act (FMLA) (29 U.S.C. 2601); however, this law has since expired on December 31, 2020.

Therefore, all leave requests relating to the COVID-19 pandemic, the government employee shall submit their request for appropriate leave (sick leave, annual leave, leave without pay and/or leave sharing) with required attachments; pursuant to the Department of Administration's Personnel Rules and Regulations on Chapter 8, Leave of Absences, including any established internal policies, procedures or protocols identifying conditions or requirements on request for leaves in the line departments/agencies.

If you have any questions, contact your respective department's Personnel Officer and/or the DOA Human Resources Division, Employee-Management Relations Branch at 475-1185/1120/1249.  
*Dangkolo na Agradesimiento.*

  
EDWARD M. BIRN