

# Wellness Leave FAQs for Government Employees

Public Administration · Answer Key · 14 Questions

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## 1. What is the primary purpose of the Wellness Leave?

- A) To provide additional vacation days
- B) To allow time off for mental health, physical wellness, or general breaks**
- C) To compensate employees for unused sick leave
- D) To fund employee training programs

## 2. Who is eligible to avail of the Wellness Leave?

- A) Only permanent government employees
- B) All government officials and employees, regardless of employment status**
- C) Contractual employees only
- D) Employees of GOCCs with original charters

## 3. When must applications for Wellness Leave be filed, except in emergencies?

- A) One day before the intended date
- B) At least five (5) days before the intended date**
- C) Seven (7) days before the intended date
- D) No advance filing is required

## 4. What is the nature of Wellness Leave regarding accumulation and cash commutation?

- A) It is cumulative and commutable to cash
- B) It is non-cumulative and non-commutable to cash**
- C) It is cumulative but non-commutable to cash
- D) It is non-cumulative but commutable to cash

## 5. Is the approval of Wellness Leave applications guaranteed?

- A) Yes, it is a guaranteed benefit
- B) No, it is subject to agency discretion and operational needs**
- C) Yes, unless the employee has taken too much leave already
- D) No, only if the employee submits a medical certificate

## 6. How many days of Wellness Leave may agencies grant per year?

- A) Up to 10 days
- B) Up to 3 days
- C) Up to 5 days**
- D) It depends on the employee's length of service

**7. Can employees take all five (5) Wellness Leave days at once?**

- A) Yes, all five days can be taken consecutively
- B) No, Wellness Leave can be taken consecutively for a maximum of three (3) days at a time or on separate days**
- C) No, it must be taken in single-day increments
- D) Yes, but only with prior management approval

**8. What is the entitlement for Contract of Service (COS) and Job Order (JO) workers regarding Wellness Leave?**

- A) They are automatically entitled to five (5) days
- B) Their entitlement depends on their individual contracts and governing issuances
- C) They are not eligible for Wellness Leave**
- D) They can avail of it if their agency approves

**9. What can agencies do if they already have existing well-being leave benefits similar to Wellness Leave?**

- A) They must immediately replace their existing benefits
- B) They must discontinue their existing benefits
- C) They can choose to retain existing benefits or replace them in accordance with the new policy**
- D) They must seek approval from the CSC to keep their existing benefits

**10. What is the publication date of the CSC Resolution on Wellness Leave?**

- A) December 16, 2024
- B) December 16, 2025**
- C) January 1, 2026
- D) 15 days after publication

**11. When will the Wellness Leave policy take effect after its publication?**

- A) Immediately upon publication
- B) 15 days after publication**
- C) 30 days after publication
- D) At the beginning of the next calendar year

**12. What types of leave are mentioned as separate from Wellness Leave entitlement?**

- A) Only Sick Leave
- B) Vacation Leave, Sick Leave, and Special Leave**
- C) Only Vacation Leave
- D) Only Special Leave

**13. What happens to unused Wellness Leave at the end of the calendar year?**

- A) It is carried over to the next year
- B) It is converted to cash
- C) It is forfeited**
- D) It can be used for training

**14. What are some reasons an agency might deny a Wellness Leave application?**

- A) Operational requirements, incomplete documents, or non-compliance with filing rules
- B) The employee has already taken too many leave days
- C) The employee's reason for leave is not deemed sufficient
- D) All of the above**