

Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
Intramuros, Manila

DEPARTMENT OF LABOR AND EMPLOYMENT
Administrative Service Central Records Section-BSD

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LABOR ADVISORY

TO : Employers in the Private Sector

RE : Regular Holidays, Special (Non-Working) Days, and Special Holiday (for all schools) for the Year 2011 pursuant to Proclamation No. 84

Pursuant to Proclamation No. 84 issued by President Benigno S. Aquino III on 20 December 2010, the following rules for pay on regular holidays and special days as provided for in the Labor Code of the Philippines, as amended, shall apply:

1. **Regular Holidays** – January 1, April 9, April 21, April 22, May 1, June 12, August 29, November 30, December 25, December 30, Eid'l Fitr (to be proclaimed) and Eidul Adha (to be proclaimed)

- a) If the day is an employee's regular workday and it is unworked, he/she shall be paid 100 percent of his/her regular salary for that day.
- b) If the day is worked, he/she shall be paid 200 percent of his/her regular salary for that day for the first eight hours. In excess of eight hours, he/she shall be paid an additional 30 percent of the hourly rate on said day.
- c) If the day falls on an employee's rest day and it is unworked, he/she shall be paid 100 percent; but if the day is worked, he/she shall be paid an additional 30 percent of 200 percent. In excess of eight hours, he/she shall be paid an additional 30 percent of the hourly rate on said day.

2. **Special (nonworking) Days** – August 21, November 1 and December 31

- a) If the day is unworked, the "no work, no pay" principle shall apply unless there is a favorable company policy, practice or collective bargaining agreement (CBA) granting payment on a special day even if the day is unworked.

- b) If worked, the employee shall be paid an additional 30 percent of the daily rate of 100 percent on the first eight hours of work. In excess of eight hours, he/she shall be paid an additional 30 percent of the hourly rate on said day.
- c) If the day falls on the employee's rest day and is worked, he/she shall be paid an additional 50 percent of the daily rate of 100 percent on the first eight hours of work. In excess of eight hours, he/she shall be paid an additional 30 percent of the hourly rate.

3. **Special Holiday for all schools – February 25**

- a) For private establishments

February 25 is an ordinary workday. No premium is required to be paid for work on said day.

- b) For the private school

Employees in the private school, whether academic or administrative personnel, shall be paid in accordance with the rules for pay on special (nonworking) days as above stated.

Please be guided accordingly.


ROSALINDA DIMAPILIS-BALDOZ
Secretary

6 January 2011