

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

DEPARTMENT OF LABOR AND EMPLOYMENT
Administrative Service Control Records Section-OSD

DATE : 16 DEC 2010
TIME : 11:39am
RECEIVED BY: Joan

LABOR ADVISORY

- TO : All Employers in the Private Sector**
- RE : December 24, Friday, (Special Nonworking Day),
December 25, Saturday (Regular Holiday),
December 27, Monday (Regular Holiday),
December 31, Friday (Special Nonworking Day)
2010, and January 1, 2011, Saturday (Regular
Holiday) Nationwide pursuant to Proclamation No.
1841 and Executive Order No. 292, as amended**
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Pursuant to Proclamation No. 1841 and Executive Order No. 292, as amended, the following rules for pay on special nonworking days and regular holidays as provided for in the Labor Code of the Philippines, as amended, shall apply:

1. December 24 and 31, 2010 – Special (Nonworking) Days

- 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.

2. December 25 and 27, 2010, and January 1, 2011 – Regular Holidays

- 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.

Please be guided accordingly.


ROSALINDA DIMAPILIS-BALDOZ
Secretary

13 December 2010