



DOLE-PS 24SEP18 10:20
Wendy

LABOR ADVISORY NO. 15
Series of 2018

**Payment of Wages for the Regular Holidays
and Special (Non-working) Days for the Year 2019**

Pursuant to Proclamation No. 555 issued by President Rodrigo Roa Duterte on August 15, 2018, the following rules for pay on regular holidays and special days shall apply:

1. **Regular Holidays – January 1, April 9, April 18, April 19, May 1, June 12, August 26, November 30, December 25, December 30, Eidul Fitr (to be proclaimed) and Eidul Adha (to be proclaimed)**
 - 1.1 If the employee did not work, he/she shall be paid 100% of his/her wage for that day **[(Basic wage + COLA) x 100%]¹**;
 - 1.2 For work done during the regular holiday, the employee shall be paid 200% of his/her wage for that day for the first eight hours **[(Basic wage + COLA) x 200%]¹**;
 - 1.3 For work done in excess of eight hours (overtime work), he/she shall be paid an additional 30% of his/her hourly rate on said day **[Hourly rate of the basic wage x 200% x 130% x number of hours worked]**;
 - 1.4 For work done during a regular holiday that also falls on his/her rest day, he/she shall be paid an additional 30% of his/her basic wage of 200% **[(Basic wage + COLA) x 200%] + [30% (Basic wage x 200%)]**; and
 - 1.5 For work done in excess of eight hours (overtime work) during a regular holiday that also falls on his/her rest day, he/she shall be paid an additional 30% of his/her hourly rate on said day **(Hourly rate of the basic wage x 200% x 130% x 130% x number of hours worked)**.

¹ Cost of Living Allowance (COLA) is included in the computation of holiday pay

2. Special (Non-Working) Days – February 5, February 25, April 20, August 21, November 1, November 2, December 8, December 24 and December 31

- 2.1 If the employee did not work, 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;
- 2.2 For work done during the special, he/she shall be paid an additional 30% of his/her basic wage on the first eight hours of work **[(Basic wage x 130%) + COLA]**;
- 2.3 For work done in excess of eight hours (overtime work), he/she shall be paid an additional 30% of his/her hourly rate on said day **(Hourly rate of the basic wage x 130% x 130% x number of hours worked)**;
- 2.4 For work done during a special day that also falls on his/her rest day, he/she shall be paid an additional 50% of his/her basic wage on the first eight hours of work **[(Basic wage x 150%) + COLA]**; and
- 2.5 For work done in excess of eight hours (overtime work) during a special day that also falls on his/her rest day, he/she shall be paid an additional 30% of his/her hourly rate on said day **(Hourly rate of the basic wage x 150% x 130% x number of hours worked)**.

Be guided accordingly.


SILVESTRE H. BELLO III
Secretary

Dept. of Labor & Employment
Office of the Secretary



029198

24 September 2018