



LABOR ADVISORY NO. 13
Series of 2020

**Payment of Wages for the Regular Holidays on April 9 and 10, 2020
and Special Day on April 11, 2020**

Pursuant to Proclamation No. 845 issued by President Rodrigo Roa Duterte on November 15, 2019, the following rules for pay on regular holidays shall apply:

1. Regular Holiday – April 9 (Araw ng Kagitingan and Holy Thursday)

- 1.1 If the employee did not work, he/she shall be paid 200% of his/her wage for that day, subject to the requirement that he or she was present or on leave with pay on the workday prior to the start of the enhanced community quarantine on 17 March 2020 pursuant to Proclamation No. 929 issued by President Rodrigo Roa Duterte on March 16, 2020. $[(\text{Basic wage} + \text{COLA}) \times 200\%]$ ¹;
- 1.2 For work done during the double regular holiday, the employee shall be paid a total of 300% of his/her wage for that day for the first eight hours. $[(\text{Basic wage} + \text{COLA}) \times 300\%]$;
- 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 $[\text{hourly rate of the basic wage} \times 300\% \times 130\% \times \text{number of hours worked}]$;
- 1.4 For work done during a double regular holiday that also falls on his/her rest day, he/she shall be paid an additional 30% of his/her basic wage of $300\% [(\text{basic wage} + \text{COLA}) \times 300\%] + [30\% (\text{basic wage} \times 300\%)]$; and
- 1.5 For work done in excess of eight hours (overtime work) during a double 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 $(\text{hourly rate of the basic wage} \times 300\% \times 130\% \times 130\% \times \text{number of hours worked})$.

¹ Cost of living allowance (COLA) is included in the computation of holiday pay.

2. Regular Holiday – April 10 (Good Friday)

- 2.1 If the employee did not work, he/she shall be paid 100% of his/her wage for that day, subject to the requirement that he or she was present or on leave with pay on the workday prior to the start of the enhanced community quarantine on 17 March 2020 pursuant to Proclamation No. 929 issued by President Rodrigo Roa Duterte on March 16, 2020. $[(\text{Basic wage} + \text{COLA}) \times 100\%]$ ¹;
- 2.2 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 $[(\text{Basic wage} + \text{COLA}) \times 200\%]$ ²;
- 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 $[\text{Hourly rate of the basic wage} \times 200\% \times 130\% \times \text{number of hours worked}]$;
- 2.4 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 $200\% [(\text{Basic wage} + \text{COLA}) \times 200\%] + [30\% (\text{Basic wage} \times 200\%)]$; and
- 2.5 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 $(\text{Hourly rate of the basic wage} \times 200\% \times 130\% \times 130\% \times \text{number of hours worked})$.

3. Special (Non-Working) Day – April 11

- 3.1 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;
- 3.2 For work done during the special day, he/she shall be paid an additional 30% of his/her basic wage on the first eight hours of work $[(\text{Basic wage} \times 130\%) + \text{COLA}]$;
- 3.3 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 $(\text{Hourly rate of the basic wage} \times 130\% \times 130\% \times \text{number of hours worked})$;
- 3.4 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 $[(\text{Basic wage} \times 150\%) + \text{COLA}]$; and

² Cost of Living Allowance (COLA) is included in the computation of holiday pay



3.5 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

30 March 2020