Purpose of Policy: This policy enumerates and discusses the government and initiated benefits implemented by the Colegio.

Detailed Policy Statement: The following are the benefits provided by the Colegio to its employees,

- **Leave Benefits**
  - Sick Leave
  - Vacation Leave
  - Emergency Leave
  - Christmas Vacation
  - Maternity Leave
  - Paternity Leave
  - Bereavement Leave
  - Solo Parental Leave

- **Personnel Insurance**
  - Mandated by the Government
    - SSS
    - ECC Contributory
    - Philhealth
    - PAG-IBIG Contributory
  - Initiated by the Colegio
    - Eternal Life (non-contributory)
    - Grepalife (contributory)
    - Letran Health Program (non-contributory)

- **Retirement Benefits**
  - Normal Retirement
  - Early Retirement
  - Disability Retirement
  - Resignation Benefit
  - Severance Benefit
  - Death Benefit

- **Other Benefits**
  - Educational Benefit
    - Personal Education
    - Dependents’ Education
  - Uniform
  - Grants
  - Employee Development
    - Personal Development
    - Professional Development
  - Bereavement Assistance
  - Rice Allowance

Applicability: All employees

Policy Approval Authority: Director of the Human Resources Department
<table>
<thead>
<tr>
<th>Related Policies or References</th>
<th>Employee Manual 2009</th>
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<tbody>
<tr>
<td>Definition:</td>
<td>Planning, Funding and Development Office</td>
</tr>
<tr>
<td>Prepared by</td>
<td>Asst. Prof. Jeffrey Consignado</td>
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<td>Approved by</td>
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<tr>
<td>Date of Approval</td>
<td>January 31, 2012</td>
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