Policy No: ADM-POL-0026
Policy Title: Leave Benefits Policy
Implementation Procedure: ADM-PROC-0011 Leave Application Procedure
Date of Issuance: S.Y. 2009 to 2010
Effectivity: S.Y. 2009 to present
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Office of Origin: Human Resources Department (Policy Expert)

"Supersedes" Notification:

Purpose of Policy: The policy aims to discuss the terms and conditions of the different leave benefits provided by the Colegio to its employees.

Detailed Policy Statement:

**Sick Leave** – A permanent employee is entitled to 1.25 days sick leave credits for every month of service. These may be used by the employee to cover for absences due to personal illness.

Absences in excess of the accumulated sick leave credits shall be deducted from the employee's salary.

In cases where prolonged medical treatment is necessary, the employee shall submit to the superior an application with medical certificate and recommendation from a medical doctor accredited by the institution. Sick leave in excess of three days shall require a medical certificate which shall be submitted to the Department Head immediately upon return to work.

**Vacation Leave** – A permanent employee is entitled to 1.25 days vacation leave credits for every month of service.

Absences in excess of the accumulated vacation leave credits shall be deducted from the employee's salary.

Permanent faculty member is entitled to thirty-day vacation leave with pay during summer. Full-time probationary faculty member is hired on a ten-month basis with no vacation leave privileges.

The vacation pay of a full-time faculty member shall be equivalent to his basic monthly pay.

Emergency Leave - A permanent employee is entitled to emergency leave of three days in a school year chargeable to vacation leave credits.

An emergency leave is availed for the following reasons:

1. Illness of immediate family members: or
2. Unexpected/unplanned event which needs immediate attention

A probationary employee is not entitled to an emergency leave.

**Christmas Vacation** – An employee is entitled to Christmas vacation leave with pay.

**Maternity Leave** – Maternity leave benefits shall be extended to cover female employee in accordance with law which allows a maximum of two (2) weeks leave before the expected day of delivery and six (6) weeks leave after delivery or a total of 60 calendar days for normal delivery, or 76 calendar days for caesarean section. The benefit does not apply to those who have had four deliveries since 13 March 1973. This benefit may also be extended to an employee who suffered unintentional abortion or miscarriage.

**Paternity Leave** – The Colegio shall grant to full-time male employee a paternity leave with pay equivalent to seven (7) working days on the occasion of his legal wife's child delivery, miscarriage, or unintentional abortion. This leave should be availed of during the...
days covering the actual time of the wife’s delivery, miscarriage or unintentional abortion, inclusive of the immediately succeeding days recommend for her recovery.

**Bereavement Leave** – A permanent employee shall be entitled to three working days bereavement leave in case of death of:

1. For a single employee – mother, father, siblings
2. For a married employee – wife or husband, children

**Leave of Absence without Pay** – Any regular employee who has completed at least three years of continuous employment may be granted a maximum of one (1) year leave of absence without pay for educational and other meritorious purposes. No leave of absence without pay shall be granted if the same is applied for so that the employee can work for another entity. No extension of leave without pay period beyond the time allotted shall be allowed.

**Solo Parental Leave** – In addition to leave privileges under existing laws, parental leave of not more than seven (7) days every year shall be granted to any solo parent employee who has rendered service of at least one year. The seven-day parental leave shall be non-cumulative.

The solo parental leave can be availed based on the provisions in the Solo Parent Welfare Act of 2000 (RA 8972).

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<tr>
<th>Applicability:</th>
<th>All employees</th>
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<tbody>
<tr>
<td>Policy Approval Authority:</td>
<td>Director of the Human Resources Department</td>
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<tr>
<td>Related Policies or References</td>
<td>Employee Manual 2009</td>
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<tr>
<td>Prepared by:</td>
<td>Planning, Funding and Development Office</td>
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<td>Approved by:</td>
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