Leave type

* **Service Incentive leave**
* 5 days per year (mandatory)
* Eligible if employee is 1 year in company
* 12 months (first year) = 5 days of SIL.
* 0.4167 SIL per month
* Additional 2 months (second year) = 0.4167 SIL/month \* 2 months = 0.8334 SIL, rounded to 1 day.
* **Vacation leave**
* not mandated by the law in ph
* depends on company (but commonly offered) if converted to cash
* depends on company if unused leave credits can convert to cash upon termination
* depends on company if unused leave credits is forfeited or carried out next year
* use it or lose it
* **Sick leave**
* not mandated by the law in ph
* 12 – 15 annually
* depends on company (but commonly offered) if converted to cash
* **bereavement leave**
* Depends company policy
* **Parental leave**
* Depends company policy
* **Emergency leave**
* Depends company policy
* **Maternity leave (women)**
* 105 days paid (100%) leave by social security
* At least 3 months contribution in SSS
* Need to inform the employer to become eligible
* 60 days paid leave (if miscarriage)
* Mother can transfer 7 days of leave to the father of child

**Pay out of maternity**

Female employees must receive full pay during maternity leave. An employer is responsible for covering the salary differential between the complete wages and the cash benefits obtained from the SSS. After receiving satisfactory proof of payment, the Social Security System (SSS) will promptly reimburse the employer the entire amount (100%)

* **Paternity leave**
* 7 days of paid leave (up to 14 days)
* Same as maternity payout
* **Special leave benefit for woman**
* 2 months paid leave
* employees who underwent surgery caused by gynecological disorders
* rendered at least six months of continuous aggregate employment service for the last twelve months prior to surgery are entitled
* **(the Magna Carta of Women Act).**
* **Leave for Victims of Violence Against Women and Their Children**
* 10 days paid leave
* suffered violence
* In the event that the leave benefit is not availed of, it shall not be convertible into money and shall not be cumulative. (di ko magets pre)
* **Bereavement leave**
* Not required by law
* Should be range to 5 – 10 days
* Most companies 3 days of paid leave
* **Jury duty leave**
* **NO DATA IN INTERNET**
* **Military leave**
* Not specified by the law
* Filed suggesting 7 days of paid leave
* **Ph public holiday**
* 10 regular and 8 special
* Regular holiday = paid if having day off, double pay if present
* Special holiday = not paid if having day off, 30% extra pay if present

**REGULAR HOLIDAYS**

| **Holiday** | **Date** |
| --- | --- |
| **New Year’s Day** | **January 1** |
| **Maundy Thursday** | **April 17** |
| **Good Friday** | **April 18** |
| **Araw ng Kagitingan** | **April 9** |
| **Labor Day** | **May 1** |
| **Independence Day** | **June 12** |
| **National Heroes Day** | **August 25** |
| **Bonifacio Day** | **November 30** |
| **Christmas Day** | **December 25** |
| **Rizal Day** | **December 30** |

**SPECIAL NON WORKING HOLIDAY**

| **Date** | **Holiday** |
| --- | --- |
| **August 21** | **Ninoy Aquino Day** |
| **November 1** | **All Saints’ Day** |
| **December 8** | **Feast of the Immaculate Conception of Mary** |
| **December 31** | **Last Day of the Year** |

**ADDITIONAL SPECIAL NON-WORKING HOLIDAY**

| **Date** | **Holiday** |
| --- | --- |
| **January 29** | **Chinese New Year** |
| **April 19** | **Black Saturday** |
| **October 31** | **All Souls’ Day Eve** |
| **December 24 (Tuesday)** | **Christmas Eve** |