

# SICK LEAVE (SL)

## ELIGIBILITY:

1. All team members with regular employment and/or after six(6) months service tenure.
2. Pro-rated computation is applied for those TM's who were regularized after April 01.

## Sick Leave incentive reference:

YRS. OF SERVICE	LEAVE CREDITS	INCENTIVE DAYS	TOTAL SICK LEAVE CREDITS
less than 5 years	11 working days	0	11
6 years	11 working days	1	12
7 years	11 working days	2	13
10 years & above	11 working days	4	15

## CONVERSION:

### Sample Computation

Leave Credits (Days)	Month (coverage)	Particulars
11.00	April 1 <sup>st</sup>	SL renewal
3.00	Apr. 1 - Dec. 31	SL used
<b>8.00</b>	<b>Total VL Credit</b>	
- 2.75	Jan. 1 - Mar. 31	Unearned SL
<b>5.25</b>	<b>Total SL for Conversion (month of January)</b>	

## NOTE:

1. Unearned Sick Leave (SL) is carry over and cumulative to the next cycle.
2. Philippine Tax Law: Sick leave is taxable
3. April 1<sup>st</sup> = Renewal of SL credit