

Maternity Leave Credits Allocation Form

Instruction:

- Please fill out this form for the allocation of your leave credits to the father or alternate caregiver.
- You may submit your accomplished form together with the required documents to PeopleFirst Helpdesk office **three (3) months** prior the expected date of delivery.
- Allocation of maternity leave is not applicable in case the female worker suffers miscarriage or emergency termination of pregnancy.
- Father or alternate caregiver shall be granted by his employer a leave with pay equivalent to a period from one (1) to seven (7) days, which may be enjoyed either in a continuous or in an intermittent manner not later than the period of the maternity leave of the female employee.

Please select option on the allocation of your leave credits:

IMPORTANT: Allocated maternity leave credits to the father or alternate caregiver will be DEDUCTED from the computation of your maternity benefit

<input type="checkbox"/>	I am NOT allocating any leave credits to the father or alternate caregiver
<input checked="" type="checkbox"/>	I am allocating leave credits to the FATHER of my child # of Leave Credits <u>7 days</u> Please write the name of the FATHER <u>FRANK VINZON B. ESCRAMOSA</u> If the father is a Genpact employee, please write father's OHR ID _____

In case of father's death, absence, or incapacity of the child's father, you may allocate leave credits to your **relative within the fourth degree of consanguinity** or **current partner**.

<input type="checkbox"/>	I am allocating leave credits to my RELATIVE # of Leave Credits _____ Please write the name of your RELATIVE _____ If the relative is a Genpact employee, please write relative's OHR ID _____
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<input type="checkbox"/>	I am allocating leave credits to my CURRENT PARTNER # of Leave Credits _____ Please write the name of your CURRENT PARTNER _____ If the current partner is a Genpact employee, please write your partner's OHR ID _____
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Requirements:

Submit this form together with the required supporting documents listed below based on the option selected for the allocation of your leave credits:

Relationship	Requirements
Father	Certificate of Employment and Marriage Contract (if applicable)
Current Partner	Affidavit as current partner, barangay certification, COE and proof of father's absence

Degree	Relationship	Requirements
1st Degree	Parents	Birth Certificate of Employee, COE and proof of father's absence
	Child	Birth Certificate of the Child, COE and proof of father's absence
2nd Degree	Grandparent	Birth Certificate of Employee & Parent, COE and proof of father's absence
	Brother/Sister	Birth Certificate of Employee & Brother/Sister, COE and proof of father's absence
	Grandchild	Birth Certificate of Employee, Employee's Child & Grandchild, COE and proof of father's absence

Degree	Relationship	Requirements
3rd Degree	Great Grandparent	Birth Certificate of Employee , Parent & Grandparent, COE and proof of father's absence
	Aunt/Uncle	Birth Certificate of Employee , Parent & Aunt/Uncle, COE and proof of father's absence
	Niece/Nephew	Birth Certificate of Employee, Sibling & Niece/Nephew, COE and proof of father's absence
	Great Grandchild	Birth Certificate of Employee, Employee's Child, Grandchild & Great Grandchild, COE and proof of father's absence
4th Degree	Great Great Grandparent	Birth Certificate of Employee , Parent, Grandparent & Great Grand Parent, COE and proof of father's absence
	Great Uncle/Aunt	Birth Certificate of Employee , Parent, Grandparent & Great Aunt/Uncle, COE and proof of father's absence
	First Cousin	Birth Certificate of Employee , Parent, Aunt/Uncle & Cousin, COE and proof of father's absence
	Grand Nephew/Niece	Birth Certificate of Employee , Sibling, Niece/Nephew & Niece/Nephew's Child, COE and proof of father's absence

Submitted by:


 ALYSSA FRANCESCA U. ESCRAMOSA
 Employee Name (Signature over Printed Name)

740031577
 OHR ID Number

Received by:

 PFHD representative (Signature over Printed Name)

 Date Received