

SUBJECT	Bereavement Policy	EFFECTIVE DATE	March 23, 2017
POLICY NO	013-2017-0405	REVISION DATE	April 5, 2017
APPROVED BY	AVP-HRP and GM	NO OF PAGES	2

POLICY STATEMENT

MBPS understands the effect of death on an individual and shows compassion by providing financial assistance for every instance of death in the immediate family of an MBPS employee. The intention of this policy is to help defray funeral expenses incurred by the employee.

A. ELIGIBILITY

1. Qualified employees are **regular employees** of the company whose immediate family member has died.
2. Immediate family members are defined as:

Employee Status

Married

Single

Widowed/Legally Separated

Deceased Member

legal spouse or children

parent and siblings

children and parent

B. BEREAVEMENT ASSISTANCE

1. MBPS is giving a bereavement assistance of **Php 8,000.00** per death in the family thru manager's check which can be claimed three (3) to five (5) working days after the date of request assuming all requirements are submitted to HR with no discrepancies.
2. No two employees can make a claim for the same deceased immediate family member.

C. AVAILMENT PROCEDURE

1. Inform Promptly the Immediate Superior regarding the death in the family.
2. Contact ASK HR (275472) to file bereavement assistance claim.
3. Submit the following to HR:
 - a. Photocopy of Death Certificate (Registered by Municipal Civil Registrar)
 - b. Photocopy of NSO Certified Birth Certificate.
 - c. Photocopy of NSO Certified Marriage Certificate (if Married) /

- Photocopy of Certified Legal documents (if legally Separated or Annulled)
Photocopy of NSO Death certificate of Spouse (if Widowed).
- d. Other legal documents to prove affinity to the dead (if legal adoption)
4. HR will forward the request together with the requirements to Finance Department for check processing.
5. HR will inform employee once check is ready for pick-up after 3-5 days from date of filing and accomplishing all requirements with no discrepancies.

For MBPS Cebu employees, on top of the 5 days check processing, an additional 2-3 days will be needed for courier / shipping of check(s).

In case of fraud in connection with this benefit, the employees shall be liable for the amount of the bereavement assistance, without prejudice to other disciplinary action under our rules and regulations.

NOTE:

Management reserves the right to amend, add, delete or update any part of this policy as it deems appropriate, anytime for the interest of the company and its employees.

This policy supersedes all policies that refers to bereavement of assistance.

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