

## HOW TO AVAIL PATERNITY LEAVE (PL)

Paternity Leave refers to a benefit which allows a married male employee to have a leave with full pay when his legitimate spouse gives birth or suffers miscarriage. It shall be enjoyed by the employee for the first four (4) deliveries of his legitimate spouse.

Am I eligible or entitled? All married male employees, regardless of employment status, whose legally married wife gives birth or suffers miscarriage or abortion (up to 4 occurrences only)

When can I avail or enjoy this benefit? Paternity Leave may be availed of either before, after, or on the date of the employee's wife gives birth, or suffers a miscarriage or abortion, but not later than sixty (60) days from date of such occurrence. It may be availed of on a "straight" or "staggered" basis, excluding from the count any paid holiday and/or scheduled rest day.

How do I avail or enjoy this benefit? Officially inform your immediate superior about the pregnancy of your wife within reasonable time after learning of such pregnancy before applying for your Paternity Leave availment. Prior notification may not be required in emergency cases involving miscarriage or abortion, especially if these occur during the first stages of pregnancy. To officially apply for your Paternity Leave, file it in ESS for your immediate superior's approval.

Is Paternity Leave convertible to cash? Unused Paternity Leaves of the entitled employee shall be non-convertible to cash.

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