

 <b>School Operations Group</b>	<b>LEAVE ENTITLEMENTS</b>	
	HQ School Policy Number: <b>3.3.1.0 - 2010</b>	<input type="checkbox"/> New <input checked="" type="checkbox"/> Revised <b>Date: 19 February 2010</b>
	Date of Issuance: <b>23 February 2010</b>	Date of Effectivity: <b>15 March 2010</b>

## **I. POLICY STATEMENT**

STI considers the need of an employee to occasionally leave work to attend to personal and urgent needs without loss of income. Going beyond and exceeding what the government mandates (5 days incentive leave per year), the company shall grant to employees leave credits based on eligibility status.

These leave credit benefits shall be subject to the conditions set forth in this policy.

## **II. COVERAGE**

This policy tackles the general standards that will be used in implementing the program, interpreting and evaluating cases and issues concerning availment of leave benefits.

This policy covers company-driven initiatives and other specific employee benefits mandated by the Labor Code of the Philippines that intend to contribute to the need to provide the essential balance between the employees' life at work and outside.

## **III. ELIGIBILITY**

The following leave credits inclusive of the 5 days incentive leaves are applicable to all qualified employees based on the following conditions:

1. Permanent employees are entitled to vacation leaves and sick leaves based on the following guidelines:
  - a. 12 days vacation leave credits and 12 days sick leave credits shall be applicable to those personnel with a 6-day working schedule
  - b. 10 days vacation leave credits and 10 days sick leave credits shall be applicable to those personnel with a 5-day working schedule
  - c. Faculty members with a regular status shall be governed by this policy and shall follow item A or B as the case may be.
  - d. Faculty members while entitled to leave credits should conduct make-up classes for those times when they went on leave on a schedule amenable to both the faculty and students concerned.

2. Vacation leaves and sick leaves are earned at a prorated monthly basis. The total number of sick leaves while earned at a prorated rate may be given in advance during the start of the year. Hence, may be availed of in whole or in part at any given time in a year. Should the employee resigns and the number of drawn sick leaves exceed the employee's applicable sick leave for that current year, then the corresponding deductions in pay entitlements shall be made.
3. Leaves in excess of the said entitlement shall be treated as leave of absence without Pay.
4. All leaves whether with or without pay should be filed in accordance with the procedures set forth in this policy.
5. Unfiled leaves or even those filed which are not in conformity with the procedure set forth in this policy shall be treated as unauthorized absence or absence without official leave (AWOL) and shall be governed by the applicable provisions of the Code of Conduct.
6. Probationary employees are not entitled to both vacation leaves and sick leaves during the 6-month probationary period and shall only be given this benefit from the time of their regularization.
7. Newly regularized employees shall be entitled to vacation and sick leave credits computed on prorated basis, for the remaining months in the current fiscal year.
8. Female employees are entitled to Maternity Leave equivalent to 60 calendar days for normal delivery (includes miscarriage) and 78 calendar days for caesarean delivery.
9. Married male employees are entitled to Paternity Leave equivalent to seven (7) working days per delivery to attend to pregnancy related matters only for the first four (4) deliveries of his legitimate spouse.

#### IV. **COMPANY DESIGNATED LEAVES**

1. The company shall have the discretion to declare company designated leaves and these shall be deducted from the vacation leave credits. These are allocated for Christmas vacation, company outing and/or for other purposes as deemed necessary by the School Administration.
2. Permanent employees who no longer have related leave credits shall be on leave of absence without pay during the company designated leaves.
3. For probationary employees, the company designated leaves shall be deducted from their future leave credits upon permanency.

## **V. VACATION LEAVES**

1. If an employee intends to engage in social/emotional renewal activities such as sharing quality time with family, relatives, or friends, take initiatives for intellectual enrichment or endeavors for spiritual enrichment, a vacation leave is granted so that an employee can reinvigorate and refresh himself.
2. Vacation leave credits include those provided for in the Solo Parents Welfare Act of 2000 (RA 8972).
3. It is encouraged that all vacation leaves be planned every semester for purposes of proper work planning.
4. While vacation leave utilization are scheduled, the Deputy School Administrator / School Administrator / School Operations Manager responsible for authorizing and approving leave availment must take into consideration the need to balance the operational requirements of the school and the employee's privilege to enjoy the vacation leave benefits granted to him/her by the company.
5. Should the employee's leave schedule be in conflict with the school's operational activities, the concerned employee and the approving authority must agree to re-set leave utilization at a mutually beneficial schedule.
6. Should the employee resign or retire from work without having earned sufficient vacation leave credits, the number of utilized vacation leave credits that was advanced by the company shall be computed and deducted from the employee's final pay. Computation shall be based on employee's current salary.
7. The School Administration reserves the right to disallow a vacation leave application for valid reasons.
8. Vacation leaves are non-commutable to cash
9. At the end of every fiscal year, all unutilized vacation leave credits shall automatically be rendered invalid.
10. Employees resigning or separated from the school will forfeit their unused vacation leave credits.
11. An employee cannot avail of the vacation leave credits during periods of suspension.

### **V.1 APPLICATION REQUIREMENTS**

- a. Utilization of vacation leave credits is subject to the following requirements. Failure to comply with these requirements, the absence shall be automatically considered as unauthorized absence or absence without official leave (AWOL) pursuant to the code of conduct.
- b. An employee who wishes to avail of the vacation leave benefit has to completely accomplish an application for vacation leave for approval of the authorized approver

- c. Vacation leave applications shall be confirmed upon submission to and approval of the authorized approver within the appropriate lead time presented below. This is designed to allow the school administration adequate preparation for work reassignment or designation of a reliever if needed.

NO. OF LEAVE CREDITS TO AVAIL	NO. OF DAYS REQUIRED BEFORE LEAVE DATE
Not more than 2 days	1 working day, filed and approved
More than 2 days	5 working days, filed and approved

- d. Failure to comply with the above lead time, the filed vacation leave shall be treated unauthorized absence or absence without official leave (AWOL) pursuant to the code of conduct.
- e. The approval/disapproval of vacation leave must not be delayed. If the approving authority is on official business or on leave, and cannot approve/disapprove the application for vacation leave using the required form, he/she should communicate through email or text message his/her approval or disapproval. In this case, the approving authority still needs to communicate his/her approval or disapproval using the prescribed form within the day upon his/her return to work.

## VI. **SICK LEAVES**

- When an employee is sick or needs a number of days away from work to rest, undergo preventive health maintenance check up, and recover from certain sickness or physical condition, a sick leave benefit is granted to ensure that quick and full recovery is facilitated.
- Permanent employees are entitled to the following applicable sick leave credits.

	NUMBER OF SICK LEAVES
WITH 6 DAYS IN A WEEK WORK SCHEDULE	12 DAYS
WITH 5 DAYS IN A WEEK WORK SCHEDULE	10 DAYS

- Probationary employees are entitled to prorated credit of 1 day per month upon permanency.
- From the applicable sick leave credits, a portion is commutable to cash if unused at the end of the fiscal year. Computation shall be based on the employee's daily rate.

NUMBER OF APPLICABLE SICK LEAVES	MAXIMUM NUMBER OF SICK LEAVES COMMUTABLE TO CASH
12 DAYS	8 DAYS
10 DAYS	7 DAYS

5. Should the employee resign or retire from work without having earned sufficient sick leave credits, the number of utilized sick leave credits that was advanced by the company shall be computed and deducted from the employee's final pay. Computation shall be based on the employee's current daily rate.
6. The use of sick leave for any other reasons, whatsoever, other than its intended purpose is considered dishonesty and shall be dealt with accordingly. The School Administration may, as it deems fit, direct an employee to submit a medical certificate attesting to the inability to report for work due to illness or injury and that the employee cannot discharge his duties or do his work.

Sick leave without a medical certificate shall endow the immediate superior to disapprove the sick leave even if the employee has unused sick leave credits.
7. "Forced" Leave: While the School Administration values the enthusiasm of an employee to resume the performance of his/her duties by being physically present despite his/her sickness or his/her unfavorable physical condition, the management will exercise its right to discharge the employee to take the needed sick leave. The exercise of this prerogative aim to guarantee the immediate recovery of the employee and protect employees that can be affected from the threat of acquiring adverse health conditions which can be possibly transmitted by the presence of their colleague who may be in dire health condition.
8. When an employee has used up his sick leave credits and is still unable to return to work, he may apply for extended leave using his vacation leave credits or his SSS sickness benefits.
9. Employees resigning or separated from the Company will forfeit their unused sick leave credits.

#### **VI.I APPLICATION REQUIREMENTS**

1. Utilization of sick leave credits is subject to the following requirements. Failure to comply with these requirements, the absence shall be automatically considered as unauthorized absence or absence without official leave (AWOL) pursuant to the code of conduct.
2. The employee concerned or his/her legitimate representative must communicate with the approving authority to advise him/her of the nature/reason for absence, before or within the first two hours of official work schedule. This is for purposes of immediately assigning a reliever to take over the work of an absent employee.
3. On the day the employee returns to work, an application for sick leave has to be filed for approval of the authorized approver.
4. Beyond this period, the application will not anymore be accepted and the absence shall be automatically considered as unauthorized absence or absence without official leave (AWOL) pursuant to the code of conduct.

5. For the protection of all concerned, sick leave of three (3) days and longer require the submission of a medical and fit to work certificates as a support to the application for sick leave.
6. The School Administration reserves the right to require any employee to see a company accredited doctor to certify if an employee is fit to return to work. No employee shall be allowed to report back to work without the company accredited doctor's certification that the employee is fit to return to work
7. Planned sick leaves of more than two (2) days (i.e. for operations or medical procedures) have to be filed and approved at least five (5) working days prior to the actual leave.

## **VII. MATERNITY LEAVES**

1. Female employees are entitled to maternity leave credits up to 60 consecutive calendar days for normal delivery (includes miscarriage) and 78 consecutive calendar days for caesarean delivery.
2. Maternity Leaves are non-commutable to cash.

### **VII.I. APPLICATION REQUIREMENTS**

1. Utilization of the maternity leave credits is subject to the following requirements. Failure to comply with these requirements, the absence shall be automatically considered as Absence without Official Leave (AWOL).
2. Extension of maternity leave shall be granted chargeable to unused sick or vacation leave credits or without pay in the absence of such leave credits when an illness arising out of the pregnancy, delivery, completed abortion or miscarriage makes the employee unfit for work as medically certified by a physician.
3. The SSS Maternity Notification form must be accomplished and submitted to the school accounting office immediately when the pregnancy is confirmed. The Employee should attach the pregnancy or ultrasound result together with the SSS digitized ID.
4. The maternity benefit shall be paid for by SSS. However, the company shall advance the benefit as follows:
  - a. 70% of the benefit shall be released 60 days prior to giving birth (the 7<sup>th</sup> month of pregnancy)
  - b. 30% of the benefit shall be released within 30 days upon return to work and upon submission of the requirements:

**NORMAL DELIVERY**-certified true copy or authenticated copy of the duly registered birth certificate. In case the child dies or is a stillborn, a duly registered death or fetal death certificate.

**CAESAREAN DELIVERY**-certified true copy or authenticated copy of the duly registered birth certificate and certified true copy of operating room record/surgical memorandum.

**MISCARRIAGE or ABORTION**-dilatation and curettage (D & C) report for incomplete abortion; pregnancy test before and after abortion with age of gestation or hystopath report for complete abortion.

5. The maternity benefit is applicable only for the first four (4) deliveries.
6. The Employee is required to file for maternity leave at the latest seven (7) days from date of expected delivery. This may be done through an authorized representative. Employees are also required to present a medical certificate indicating the expected date of delivery to determine the starting date of the pre-natal leave.

## VIII. **PATERNITY LEAVES**

1. Married male employees are entitled to paternity leave credits up to seven (7) working days per delivery to attend to pregnancy related matters only for the first four (4) deliveries of his legitimate spouse. The purpose of which is to allow the husband to lend support to his wife during her period of recovery and/or in the nursing of her newborn child.
2. Delivery refers to childbirth, miscarriage, or abortion.
3. The paternity leave credits may be availed before, during or after the delivery by his wife, but not later than 60 days after the date of delivery. The 7 days can be taken on a straight or staggered basis excluding from the count, any paid holiday/ and or scheduled rest day.
4. Paternity leaves are non-commutable to cash.

### VIII.I **APPLICATION REQUIREMENTS**

1. Utilization of the paternity leave credits is subject to the following requirements. Failure to comply with these requirements, the absence shall be automatically considered as unauthorized absence or absence without official leave (AWOL) pursuant to the code of conduct.
2. The employee should notify the school administration of the pregnancy of his legitimate spouse and the expected date of such delivery by submitting the pregnancy or ultrasound result of his legitimate spouse.
3. The employee is required to file for paternity leave on or before the first day of the leave.
4. In addition, the employee is required to submit any of the following:
  - a. **Normal / Caesarean Delivery** – certified true copy or authenticated copy of the duly registered birth certificate. In case the child dies or is a stillborn, a duly registered death or fetal death certificate.

- b. **Miscarriage or abortion** – dilatation and curettage (D & C) report for incomplete abortion; pregnancy test before and after abortion with age of gestation or hystopath report for complete abortion.

IX. **VALIDATION OF PURPOSE OF LEAVES**

Management reserves the right to inquire or validate the reason for any leave availments.

X. **LEAVE APPROVAL STRUCTURE**

PERSON WHO WILL AVAIL	APPROVER
School Administrator	School Operations Manager
Deputy School Administrator	School Administrator
	School Operations Manager for schools with no School Administrator
Administrative Officer	School Administrator
Academic Head	School Administrator/Deputy School Administrator
Program Heads	Endorsed by the Academic Head and approved by the School Administrator / Deputy School Administrator
Regular Faculty members	Endorsed by the Academic Head and approved by the Deputy School Administrator or School Administrator
Staff	Deputy School Administrator or School Administrator <b>Note:</b> Endorsement by the immediate head needed

XI. **WAIVER**

Although these benefits provide for a monthly accrual of leave credits, this is not to be interpreted as encouragement to absent oneself from work. These leave benefits are only contingent provisions, in cases when the need for leaves arise. Therefore, this policy should not be taken as a school administration's tolerance for absences.

XII. **TRANSITION CLAUSE**

All leave credits availed prior to the effectivity of this policy shall already be considered as applied and used credits. Availment of the remaining leave credits for the fiscal year shall be governed by this policy.



XIII. **POLICY REVISION**

The company may make changes to this policy from time to time to improve the effectiveness of its operation and the policy's intent. In this regard, any employee who wishes to suggest improvements about this policy may forward suggestions to the School Operations Group through the School Operations Manager.

XIV. **SEPARABILITY CLAUSE**

If any part or provision of this policy is declared invalid or unconstitutional, it shall apply only to that part or provision. The remainder shall be valid and effective.

XV. **REPEALING CLAUSE**

Any existing orders, circulars, memoranda, policies, or any part thereof, which are contrary to, or inconsistent with any provision of this policy, shall be deemed repealed or modified accordingly. Any other practices which are not mentioned in this policy and which do not form part of any existing policies shall be considered invalid or repealed.

*Approved by:*

*(Original copy signed)*

**RESTY O. BUNDOC**

VP, School Operations Group

*(Original copy signed)*

**PETER K. FERNANDEZ**

President, HQ-owned Schools