

Date: 16 February 2019

To: All TNGC Employees

From: Atty. Angelique Margreth T. Natividad, HR Director

Re: FAQs for Service Incentive Leave (SIL) Policy

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In the year since we have implemented the amendments to the SIL Policy, there have been a few questions asked by several people. HR hopes to answer these questions by issuing this set of Frequently Asked Questions (FAQs) and their answers. Please see below:

1. What is Service Incentive Leave (SIL)?
  - a. SIL is a set of nine (9) paid vacation days that everyone is entitled to after they spend one year in the company. Note: In other companies, the number of SIL days may vary.
2. How different is it from Leave Without Pay? Sick Leave? Absences?
  - a. SIL is an incentive given to you in recognition of your commitment to staying with the company for at least 1 year. In STI, SJI, TNGC, we recommend that you use your SIL days to go on vacation with your family and make memories. This is in line with our value of family where we encourage you to always put your family first, as we do with ours. Therefore, leave without pay or absences are cases where you do not report to work for any reason such as emergencies, sickness, family concerns, securing government papers, etc. All these instances are considered leave without pay, since they are not used according to the SIL guidelines and most are for less than the 9-day period. STI, SJI, and TNGC does not provide for sick leaves as they are also considered absences and therefore leaves without pay.
3. Who is entitled to SIL?
  - a. All regular employees with at least 1 year of employment in STI, SJI, and TNGC. Faculty members are not considered regular employees, since the DepEd and CHed rules dictate that faculty members, to be regularized, must be holders of a Master's Degree and must have served for at least six (6) semesters. In cases of Master's Degree holders, they may be considered regular when they comply with the DepEd and CHed requirements. Admin faculty members like the School Administrator, Academic Head, Senior High School Principal are considered regular employees. Program Heads without teaching load will be considered regular employees on a case-to-case basis.
  - b. Regardless, Faculty members are not required to report during Christmas break but continue to receive salary. This takes the place of the SIL given to regular employees.

4. I have my work anniversary in the middle of the year, how many SIL days am I entitled to?
- a. You will be entitled to the number of days proportionate to the months left in the year. In case of decimals, we will round up if higher than 0.5 and round down if lower. Please see formula and sample computation below:

- Formula:

$$\frac{\text{\# of months left in the year after anniversary date}}{12} \times 9 \text{ days} = \text{\# of leave days entitled}$$

- Sample computation if anniversary is in March:

$$9/12 * 9 = 6.75 ; \text{Total leave days entitled to in the year after your first anniversary} = 7.$$

5. Why do I have to use my SIL consecutively?
- a. We want you to be able to spend more time with your families. We want you to be able to take them on vacations, be with them during their first week of school, be able to visit relatives from out of town, and other activities that you can do to bond with family members.
6. What happens if I have an emergency, can I use my SIL to see to the emergency?
- a. No, you may not. In case of emergencies, please apply for leaves without pay. We want you to use your SIL for rest and not for other reasons. If you are absent for emergencies, we want you to still have available rest time later in the year through your SIL.
7. How do I apply for SIL?
- a. This is the process for SIL application:
1. Department director submits to HR the calendar of leaves for his/her department for the entire year.
  2. Team Member informs HR of his/her intention to avail of nine (9) days incentive leave at least one week before the intended date of leave.
  3. HR verifies whether the employee is qualified to avail of this benefit. If qualified, the employee may fill out a copy of the leave form.
  4. Team Member shall fill out the leave form and have the Immediate Head approve and sign.
  5. Team Member submits approved leave form to HR at least 3 days before intended leave.

Please note that this process will change upon launch of our online leave application module via our HRIS. We will make additional announcements when that module is available.

8. What if I need to break my SIL into 2 batches of 4 or 5 days, can I do that?

a. You may do that with the following conditions:

i. Your department is among those listed in the exceptions below:

- a. STI Employees under the Registrar's Office, Cashier, and Maintenance;
- b. TNGC Employees in the Finance Department;
- c. SJI Employees in the Sales Department and Supply Chain;
- d. Departments with only a 1-person manpower lineup; and
- e. Departments with Team Members who travel, and are temporarily short-staffed such that allowing the use of the 9-day SIL will impede operations significantly.

The exceptions enumerated above may avail of 3-day incentive leaves in three (3) tranches within the year, or they may divide their SIL into two tranches of 4 and 5 days, respectively.

ii. Your department head has approved and endorsed your leave dates.

9. What if I during my leave I had to come to the office for urgent work?

- a. If your department head or supervisor asks you to come to the office for urgent work, you may add another day (or half day if you are asked to come in for only half a day) to your leave.
- b. If you decide to come in on your own, without being asked by your department head or supervisor, this work day will be considered a leave still and will not add another leave day to your 9-day SIL already scheduled.

10. What happens if I forget to use my SIL?

- a. You will no longer be allowed to use your leaves in the next calendar year. Your SIL days will be forfeited.
- b. An exception to this is the Sales Department Team Members who may use their unused leaves until January 31<sup>st</sup> of the next year. This is because they are discouraged from taking leaves during the peak months, which are 9 months in a calendar year.