
 OSPITAL NG PARAÑAQUE 		Document Code: OSPAR-ADM-HR-0003
ADMINISTRATIVE DIVISION APPROVAL MATRIX		Issue Date:
Policy Title: POLICY ON EMERGENCY LEAVE		Section / Department HUMAN RESOURCE SECTION
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OBJECTIVES: The policy aims to define Emergency Leave and its scope.

COVERAGE: This policy covers all personnel of Ospital ng Parañaque.

RESPONSIBILITIES:

It shall be the responsibility of the staff to notify their immediate head; who shall in turn, notify this office for checking and facilitating adjustments or changes made.

POLICY: This policy when implemented shall minimize incidents of necessary understaffing especially on shifting schedules.

PROCEDURES:

- A. Emergency Leave can only be availed by an employee in the following situations and conditions:
 - In case of urgent situations -such as calamities like fire, floods, earthquakes and/or other unexpected unforeseen events.
 - The staff has to undertake an important family commitment.
 - In a situation or condition that necessitates prompt attention; failure of which spells serious results.
 - Death of immediate family member/household
 - Unforeseen Events
 - Hospitalization
 - Emergency Leave can be availed for a maximum of three (3) days in a year and be filed immediately or upon resumption to duty. Emergency Leave filed in December, on those applications beyond the 3 days allowable, is subject for verification by this office and approval of the Hospital Director.
 - Emergency Leave is filed and deducted from Vacation Leave.

Date of Implementation:

This policy is being implemented in 2004 up to present.

Date of Last Review:

Reviewed in 2008, 2018, 2021,2022