
 OSPITAL NG PARAÑAQUE 		Document Code: OSPAR-ADM-HR-0004
ADMINISTRATIVE DIVISION APPROVAL MATRIX		Issue Date:
Policy Title: POLICY ON SLIP OUT		Section / Department HUMAN RESOURCE SECTION
Prepared By: Kerry Anne Requero, Rpm Head- Human Resource		Reviewed By: Arnaldo S. Cortes, RN Supervising Administrative Officer Darius J. Sebastian, MD, MPH,PHSAE Hospital Administrator
		Approved by: Jefferson R. Pagsisihan, MD, MHM Hospital Director

OBJECTIVES: The policy aims to establish a policy for employees who leave office premises on official time.

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



RESPONSIBILITIES:

- I. It shall be the responsibility of this office to check and monitor the Slip-Out of employees.
- II. It shall be the responsibility of the Head of Human Resource to approve request.
- III. It shall be the responsibility of the employee to file their Slip-Out.
- IV. It shall be the responsibility of the CWU (Civilian Watch Unit) to record the time correctly.

POLICY: This policy when implemented shall control as well as monitor unnecessary and unofficial slip-out of personnel during working hours.

PROCEDURES:

- I. The employee shall accomplish the Slip-Out Form to indicate place and purpose. Personal: two (2) hours of Slip-Out Official Business: may extend for more than two (2) hours. Slip-Out Form must be countersigned first by the Section Head; and the Head of Human Resources for approval.
- II. The employee will log their departure time on the Slip-Out Logbook in this office.
- III. The employees will give the Slip-Out Form at the Information Center.
- IV. Upon return, the CWU (Civilian Watch Unit) on duty will write the time of arrival on the Slip-Out Form.
- V. The employee must return the Slip-Out Form to this office. It is considered half-day if an employee exceeds the allowed two (2) hours of Slip-Out.

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Slip – Out two (2) hours before dismissal time will also not be allowed. Reports of the excess shall be made to Hospital Administrator and Hospital Director.

During weekends and night duties, an employee may be allowed to Slip–Out upon approval of the Section Head. Slip–Out Form will be submitted at the Information. The CWU (Civilian Watch Unit) on duty will log the time. Slip-Out forms will be submitted by the CWU (Civilian Watch Unit) on assignment to this office every Monday.

Appendix:

Slip-Out Form

Date of Implementation:

This policy was implemented in 2004

Date of Review:

2008, 2018, 2021, 2022