

HUMAN RESOURCE	Page No. 1 of 1	
	<u>Policy No. HR 4.5.10- 0</u>	<u>New Addition</u>
	Date of Issuance November 16, 2011	Date of Effectivity December 1, 2011
Subject: <u>Bereavement Aid</u>		

#### **I. POLICY STATEMENT**

STI extends financial aid to its employees' bereaved family in the event of a loved one's demise.

Hence, STI adopts this policy to provide guidelines and a standard approach in offering bereavement aid.

#### **II. COVERAGE**

- All probationary and regular employees shall be granted bereavement aid in cases of demise of any member of the immediate family (parents, spouse, children, brothers, and sisters).
- The bereavement aid will be in the amount of Php7, 000.00 and shall be given in cash.
- In cases where there are two or more members of the bereaved family working with STI, only one member shall be given the bereavement aid.


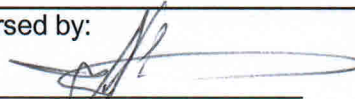
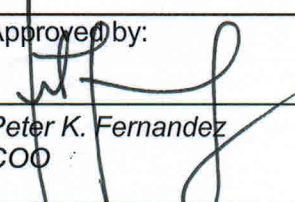
#### **III. REQUIREMENTS**

Bereaved employee (or his/her representative) must submit to HR the following:

1. Complete name of the family member and relationship to the employee
2. Address of the wake
3. Date of death and burial
4. Photocopy of Death Certificate

#### **IV. POLICY REVISION**

Policies, rules, and regulations not in accordance with this policy are deemed amended. STI reserves the right to adopt revisions to this policy if and when deemed necessary by management.

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