



DR. PABLO O. TORRE
MEMORIAL HOSPITAL

RIVERSIDE MEDICAL CENTER, INC.



METRO PACIFIC HEALTH
THE HEART OF FILIPINO HEALTHCARE

DEPARTMENT: Human Resource Division		POLICY NUMBER: DPOTMH-APP-COMP BEN-P001-(01)	
TITLE/DESCRIPTION: COMPANY LEAVES BENEFIT			
EFFECTIVE DATE: March 14, 2025	REVISION DUE: March 13, 2028	REPLACES NUMBER: DPOTMH-D-47-P01	NO. OF PAGES: 1 of 35
APPLIES TO: All employees of DPOTMH		POLICY TYPE: Administrative	

PURPOSE:

To establish a policies concerning company leaves.

DEFINITIONS:

Leave of Absence – refers to the 15 days personal leave without pay which may be granted to an employee within a calendar year for compelling circumstances pursuant to the Work Standards and Employee's Welfare embodied in the Employees' Manual.

Official Leave – refers to an employee's leave of absence involving company-related activities usually done outside of his regular daily function and work premises.

Paternity Leave – refers to the leave per Republic Act 8187 granted to all married male employees in the private sector, regardless of their employment status.

Prolonged Leave – refers to leaves without pay which is in excess of the company's authorized fifteen (15) days of vacation leave and fifteen (15) days of sickness-related leave.

Sick Leave & Incentive Health Leave – refers to the 5-day and 10-day leave with pay benefit; respectively, granted to all permanent employees who have rendered at least one (1) year of continuous service from date of probationary.

Solo Parent Leave – refers to the parental leave benefits per Republic Act 8972 granted to solo parent to enable him/her to perform parental duties and responsibilities where physical presence is required.

Special Leave for Women – refers to the leave granted under Republic Act 9710 to any female employee regardless of age and civil status after she had undergone surgery for gynecological disorders.

Vacation Leave – refers to the benefit granted to all permanent employees who have rendered at least one (1) year of continuous service from date of probationary.

RESPONSIBILITY:

Employee, HR – Compensation and Benefits Staff/Supervisor, HR-Labor Relations Supervisor, Chief Accountant, Payroll Head, Department/Division Head

POLICY:

1. This policy consists of all company leaves policies under the Compensations and Benefits Section of the Human Resources Division as mandated by either the Collective Bargaining Agreement or the Labor Code of the Philippines.
2. The following leaves policies have varying inclusions and exclusions, and shall be availed by all RMCI Employees





RIVERSIDE MEDICAL CENTER, INC.



METRO PACIFIC HEALTH
THE HEART OF FILIPINO HEALTHCARE

DEPARTMENT: Human Resource Division		POLICY NUMBER: DPOTMH-APP-COMP BEN-P001-(01)	
TITLE/DESCRIPTION: COMPANY LEAVES BENEFIT			
EFFECTIVE DATE: March 14, 2025	REVISION DUE: March 13, 2028	REPLACES NUMBER: DPOTMH-D-47-P01	NO. OF PAGES: 2 of 35
APPLIES TO: All employees of DPOTMH		POLICY TYPE: Administrative	

- 3 . The eligibility of employees to avail such leave privileges are defined in the respective policies.
- 4 . Certain supporting documents specified in each policy may be submitted by the employee in order to avail the privilege.
- 5 . The Human Resource Division shall be responsible in ensuring that all leave privileges are known to all employees through conducting pre-board orientation and reorientation.
- 6 . This mother policy shall be composed of the following policies:
 - 6.1 Sick Leave and Incentive Health Leave/Bonus
 - 6.2 Vacation Leave
 - 6.3 Leave of Absence (LOA) without Pay
 - 6.4 Official Leave
 - 6.5 Special Leave for Women (Magna Carta)
 - 6.6 Paternity Leave
 - 6.7 Prolonged Leaves without Pay





DR. PABLO O. TORRE
MEMORIAL HOSPITAL

RIVERSIDE MEDICAL CENTER, INC.



METRO PACIFIC HEALTH
THE HEART OF FILIPINO HEALTHCARE

DEPARTMENT: Human Resource Division		POLICY NUMBER: DPOTMH-APP-COMPEN-P001-(01)	
TITLE/DESCRIPTION: COMPANY LEAVES BENEFIT			
EFFECTIVE DATE: March 14, 2025	REVISION DUE: March 13, 2028	REPLACES NUMBER: DPOTMH-D-47-P01	NO. OF PAGES: 3 of 35
APPLIES TO: All employees of DPOTMH		POLICY TYPE: Administrative	

PROCEDURE (SOP):

SSS SICKNESS BENEFIT

- In order to qualify for this benefit, the employee-SSS member should have at least three (3) months of contributions in the twelve-month period immediately preceding the semester of sickness or injury.
- For home confinement, the employee shall submit to the Human Resource Division (HRD) his Sickness Notification Form, duly signed by the Attending Physician, within five (5) calendar days from the date of his sickness or injury. The Human Resource Division, in turn, shall notify or submit the Notification Form to the Social Security System within five (5) days after receipt of the notification from the employee.
- If the employee is confined in a hospital, he/she shall submit his/her Sickness Notification Form duly signed by the Attending Physician to HRD immediately after his/her confinement but not later than one (1) year after his hospital confinement.
- If the employee gets sick or is injured while on duty or while he was within the company premises, the employee shall submit his sickness notification, incident report, and other proof of accident duly signed by the authorized personnel to the Human Resource Division within ten (10) days from the start of his confinement. In this case, the HR shall also notify the SSS within ten (10) calendar days from the start of his confinement.
- The compensable sickness under the Social Security System begins on the first day of sickness and/or confinement, after the employee's company sick leave credits with pay have been exhausted.
- The total sickness benefit shall be paid in advance by the hospital, and the SSS shall also reimburse the whole amount upon the presentation of the required proof of payment.
- An employee-member can be granted a sickness benefit for a maximum of 120 days in one calendar year. Any unused portion of the allowable 120 days of sickness benefit cannot be carried forward and added to the total number of allowable compensable days for the following year.
- Sickness benefits may not be paid for more than 240 days due to the same illness. If his illness or injury continues after 240 days, his claim shall be considered a disability claim.





DR. PABLO O. TORRE
MEMORIAL HOSPITAL

RIVERSIDE MEDICAL CENTER, INC.



METRO PACIFIC HEALTH
THE HEART OF FILIPINO HEALTHCARE

DEPARTMENT: Human Resource Division		POLICY NUMBER: DPOTMH-APP-COMP BEN-P001-(01)	
TITLE/DESCRIPTION: COMPANY LEAVES BENEFIT			
EFFECTIVE DATE: March 14, 2025	REVISION DUE: March 13, 2028	REPLACES NUMBER: DPOTMH-D-47-P01	NO. OF PAGES: 4 of 35
APPLIES TO: All employees of DPOTMH		POLICY TYPE: Administrative	

PROCESSING AND PAYMENT OF SSS SICKNESS BENEFIT

1. Upon receipt of the duly accomplished Sickness Notification Form from the employee, the HR-Benefits Staff forwards the same to the Social Security System for approval of the number of days' sickness.
2. Based on the approved number of days' sickness from SSS, the HR-Benefits Staff determines the 12 months' salary credits preceding the semester of sickness and computes the total sickness benefits payable to the employee, as follows:
 - 2.1 Extracts from the HRPIS computerized system, the 12-months' salary credits;
 - 2.2 Selects the six (6) highest monthly salary credits within the last twelve months' salary credits and sums them up;
 - 2.3 Divides the sum or the total of the six (6) highest monthly salary credits by 180 in order to get the Average Daily Salary Credit;
 - 2.4 Multiplies the Average Daily Salary Credit by 90% to get the Daily Sickness Allowance; and
 - 2.5 Multiplies the Daily Sickness Allowance by the approved number of days' sick leave to get the Total Compensation Due.
3. Based on the computation on Item 2, the HR-Benefits Staff accomplishes the Sickness Reimbursement Application Form and forwards the same to the Compensation Head for checking and signature.
4. The HR-Benefits Staff forwards the accomplished Sickness Reimbursement Application Form to the Chief Accountant for check preparation.
5. The Chief Accountant initiates the request for the check issuance.
6. The HR-Benefits Staff submits the Sickness Reimbursement Application Form to SSS.

Reconciliation of SSS reimbursement claim

1. Based on the SSS Statement of Account showing the payment/reimbursement to various RMCI employees, the HR-Benefits Staff reconciles the amount paid by the SSS with the amount paid in advance to the employee by the hospital.
 - 1.1. If the amount paid by SSS to the employee is greater than the amount paid by the hospital, the difference or the overage shall be paid to the employee.
 - 1.2. If the amount paid by the SSS is less than the amount paid by the hospital, the difference or the underpayment shall be deducted from the employee's salary.
2. The HR-Benefits Head forwards the payment request for overage.
3. The Chief Accountant checks and initiates payment to the employee for overage.
4. The HR-Benefits Staff prepares a monthly summary and reconciliation report for the SSS Sickness Benefit.





DR. PABLO O. TORRE
MEMORIAL HOSPITAL

RIVERSIDE MEDICAL CENTER, INC.



METRO PACIFIC HEALTH
THE HEART OF FILIPINO HEALTHCARE

DEPARTMENT: Human Resource Division		POLICY NUMBER: DPOTMH-APP-COMP BEN-P001-(01)	
TITLE/DESCRIPTION: COMPANY LEAVES BENEFIT			
EFFECTIVE DATE: March 14, 2025	REVISION DUE: March 13, 2028	REPLACES NUMBER: DPOTMH-D-47-P01	NO. OF PAGES: 5 of 35
APPLIES TO: All employees of DPOTMH		POLICY TYPE: Administrative	

SPECIAL LEAVE FOR WOMEN (MAGNA CARTA)

- In accordance with RA 9710, any female employee, regardless of age or civil status, shall be granted Special Leave for Women following surgery for gynecological disorders; provided, however, that:
 - She has rendered at least six (6) months of continuous/aggregate employment service in the twelve (12) months preceding surgery.
 - She has filed an application for special leave with her supervisor within a reasonable period of time from the expected date of surgery or within such period as may be provided by company rules and regulations or collective bargaining agreement; and
 - She has undergone surgery due to gynecological disorders, as certified by a competent physician.
- The employee is entitled to a special leave benefit up to two (2) months with full pay based on her basic monthly pay plus mandatory allowances fixed by the regional wage boards.
- The compensable sickness shall begin on the first day of sickness and/or confinement and shall be paid through her regular payroll.
- The employee can still file and/or claim a sickness benefit with the Social Security System by following the requirements and/or policy on SSS Sickness Benefits.
- Unless otherwise specified in a Collective Bargaining Agreement (CBA), special leave is non-cumulative and non-convertible to cash.

Procedure:

1. The employee submits to HR the Leave Authority Form duly signed and approved by her immediate head before the payroll cut-off. The Leave Authority Form shall be supported by the Sickness Notification Form duly signed by her attending physician.
2. The HR Staff encodes the special leave as "Magna Carta" in the HRPIS so that it shall be included in the regular payroll pay-out.
3. The HR Staff submits the duly accomplished Sickness Notification Form of the employee to the Social Security System for approval of payment of the sickness benefit leave.
4. Upon receipt of the approved Sickness Notification from the Social Security System, it computes the total sickness benefits payable to the employee as follows:
 - 4.1 Extracts from the HRPIS computerized system, the 12-months' salary credits;
 - 4.2 Selects the six (6) highest monthly salary credits within the last twelve months' salary credits and sums them up;
 - 4.3 To calculate the Daily Sickness Allowance, multiply the Average Daily Salary Credit by 90%; and
 - 4.4 Multiplies the Average Daily Salary Credit by 90% to get the Daily Sickness allowance; and

MASTER COPY



DR. PABLO O. TORRE
MEMORIAL HOSPITAL

RIVERSIDE MEDICAL CENTER, INC.



METRO PACIFIC HEALTH
THE HEART OF FILIPINO HEALTHCARE

DEPARTMENT: Human Resource Division		POLICY NUMBER: DPOTMH-APP-COMP BEN-P001-(01)	
TITLE/DESCRIPTION: COMPANY LEAVES BENEFIT			
EFFECTIVE DATE: March 14, 2025	REVISION DUE: March 13, 2028	REPLACES NUMBER: DPOTMH-D-47-P01	NO. OF PAGES: 6 of 35
APPLIES TO: All employees of DPOTMH		POLICY TYPE: Administrative	

4.5 Multiplies the Daily Sickness Allowance by the approved number of days' sick leave to get the Total Compensation Due.

- 5 . Based on the computation on Item 2, the HR-Benefits Staff accomplishes the Sickness Reimbursement Application Form and forwards the same to the Compensation Head for checking and signature.
- 6 . The HR Benefits Staff forwards the completed Sickness Reimbursement Application Form to the employee to accomplish.
- 7 . The employee returns the completed form to HR Benefits Staff.
- 8 . The HR-Benefits Staff forwards the accomplished Sickness Reimbursement Application Form to the Chief Accountant for check preparation.
- 9 . The Chief Accountant initiates the request for the check issuance.
- 10 . The HR-Benefits Staff submits the Sickness Reimbursement Application Form to SSS.

Reconciliation of SSS reimbursement claim:

- 1 . Based on the SSS Statement of Account showing the payment/reimbursement to various RMCI employees, the HR-Benefits Staff reconciles the amount paid by the SSS with the amount paid in advance to the employee by the hospital.
 - 1.1 If the amount paid by SSS to the employee is greater than the amount paid by the Hospital, the difference or the overage shall be paid to the employee.
 - 1.2 If the amount paid by the SSS is less than the amount paid by the hospital, the difference or the underpayment shall be deducted from the employee's salary.
- 2 . The HR-Benefits Head signs the payment request for overage.
- 3 . The Chief Accountant checks and initiates payment to the employee for overage.
- 4 . The HR-Benefits Staff prepares a monthly summary and reconciliation report for the SSS Sickness Benefit.





DR. PABLO O. TORRE
MEMORIAL HOSPITAL

RIVERSIDE MEDICAL CENTER, INC.



METRO PACIFIC HEALTH
THE HEART OF FILIPINO HEALTHCARE

DEPARTMENT: Human Resource Division		POLICY NUMBER: DPOTMH-APP-COMP BEN-P001-(01)	
TITLE/DESCRIPTION: COMPANY LEAVES BENEFIT			
EFFECTIVE DATE: March 14, 2025	REVISION DUE: March 13, 2028	REPLACES NUMBER: DPOTMH-D-47-P01	NO. OF PAGES: 7 of 35
APPLIES TO: All employees of DPOTMH		POLICY TYPE: Administrative	

LEAVE OF ABSENCE (LOA) WITHOUT PAY

- Per reference to the Work Standards of the Employees' Manual, entitled Timekeeping, **page 15** (in paraphrase) states that:
 - Leave of Absence (LOA) - **"In compelling circumstances, a 15-day personal leave without pay (LOA) within a calendar year may be granted. The employee shall file LOA through Leaves Online Application in the Communicator System. Unless the situation is an emergency, the employee must apply online prior to his or her leave. If he/she is not able to file an LOA in advance, he/she is required to file the same on his/her first day of resumption of work. Failure to file online will result in an unauthorized leave"**.
 - Furthermore, per the reference to Employees' Welfare embodied in the Employees' Manual, under Item 6 entitled (as paraphrased) Personal Leave, **page 32**, it states:
- Personal Leave - **"Emergencies cannot be avoided. So, for serious and compelling reasons, the employee can take a fifteen-day leave without pay annually. The employee must, however, secure first the approval of his/her immediate superior and that of his/her Division Officer"**.
- To serve as a guide, serious and compelling reasons may refer to the following:
 - Attendance in court in response to subpoena and other court orders, including orders from any administrative body (e.g. Barangay hearing) requiring the employee's attendance and/or presence;
 - School-related matters requiring parents' attendance;
 - Death and/or illness of affinity and consanguinity relatives (e.g., limited to father and father-in-law, mother and mother-in-law, siblings, grandparents, and grandchildren);
 - Furthermore, for other justifiable reason(s) analogous to the preceding.
- The **unauthorized** LOA shall be considered as Absence Without Official Leave (**AWOL**) and shall be subject to disciplinary action based on the Employees' Manual.
- All requests for leave of absence shall be approved by the immediate supervisor.

Procedure:

- The employee files a Leaves Online Application in the Communicator System, indicating the date/s and the purpose of the leave.
- The Section Head or Department Head approves or cancels the Online Application based on the above-stated policies.
- The HR Compensation and Benefits staff approves the online application approved by the Section Head or Department Head.
- In cases where the employee will cancel the approved leave filed online, he/she must send a communication through communicator to the HR Compensation and Benefits staff to cancel the filed leave and reason for the cancellation.





DR. PABLO O. TORRE
MEMORIAL HOSPITAL

RIVERSIDE MEDICAL CENTER, INC.



METRO PACIFIC HEALTH
THE HEART OF FILIPINO HEALTHCARE

DEPARTMENT: Human Resource Division		POLICY NUMBER: DPOTMH-APP-COMP BEN-P001-(01)	
TITLE/DESCRIPTION: COMPANY LEAVES BENEFIT			
EFFECTIVE DATE: March 14, 2025	REVISION DUE: March 13, 2028	REPLACES NUMBER: DPOTMH-D-47-P01	NO. OF PAGES: 8 of 35
APPLIES TO: All employees of DPOTMH		POLICY TYPE: Administrative	

PROLONGED LEAVES WITHOUT PAY

- Prolonged leaves refers to **leaves without pay** which are in excess of the Company's authorized fifteen (15) days of vacation leave and fifteen (15) days of sickness-related leave; as follows:
 - Magna Carta and maternity-related leaves in excess of the number of days approved by the SSS physician;
 - SSS Sick Leave and other sickness-related leaves in excess of the number of days approved by the SSS physician;
 - Leave of Absence (LOA) without pay in excess of the Company's authorized leave of 15 days per year; and
 - Other authorized/approved leaves in excess of the authorized fifteen (15) days of LOA include study/educational leave, travel leave, sabbatical leave, and other similar leaves.
- Exclusions from this policy shall be applied to all prolonged leaves incurred prior to the effective date of this policy.
- This policy shall apply to all permanent employees who have incurred prolonged leaves and shall be used as the basis for the computation of the following:
 - Net pay for 13th Month Bonus;
 - Performance Appraisal Incentive Net Pay; and
 - Net pay for other grants and benefits initiated by the Company, or those not covered by the Collective Bargaining Agreement.
- All prolonged leaves shall be covered by the Leave Authority Form duly signed by the Immediate Head and approved by the Department/Division Head. An unauthorized leave of absence shall be considered as "AWOL" and subject to sanctions under the Employees' Code of Discipline.
- The final or net 13th Month Bonus shall be computed based on the standard formula as per the Department of Labor and Employment. Generally, the 13th month represents 1/12th of the total basic salary within a calendar year or that the employee should have accumulated at least one month's total salary in order to qualify for the bonus.





DR. PABLO O. TORRE
MEMORIAL HOSPITAL

RIVERSIDE MEDICAL CENTER, INC.



METRO PACIFIC HEALTH
THE HEART OF FILIPINO HEALTHCARE

DEPARTMENT: Human Resource Division		POLICY NUMBER: DPOTMH-APP-COMP BEN-P001-(01)	
TITLE/DESCRIPTION: COMPANY LEAVES BENEFIT			
EFFECTIVE DATE: March 14, 2025	REVISION DUE: March 13, 2028	REPLACES NUMBER: DPOTMH-D-47-P01	NO. OF PAGES: 9 of 35
APPLIES TO: All employees of DPOTMH		POLICY TYPE: Administrative	

$$13^{\text{th}} \text{ Month Bonus} = \frac{\text{Current Monthly Rate} \times 12 \text{ months} - \text{Prolonged Leaves}^*}{12 \text{ months}}$$

$$13^{\text{th}} \text{ Month Bonus} = \frac{\text{Current Monthly Rate} \times 12 \text{ months} - \text{Staggered Leaves}^{**}}{12 \text{ months}}$$

$$^* \text{Prolonged Leaves (Peso Value)} = \frac{\text{Total number of days absent} \times \text{Monthly Rate}}{30 \text{ days}}$$

$$^{**} \text{Staggered Leaves (Peso Value)} = \text{Total number of days absent} \times \text{Equiv. Daily Rate}$$

Illustration:

$$\begin{aligned}
 1 \quad 13^{\text{th}} \text{ Month Bonus} &= \frac{P 11,000 \times 12 \text{ months} - \text{Prolonged Leaves}}{12 \text{ months}} \\
 &= \frac{P 132,000 - (P 11,000 \times 78 \text{ days} / 30 \text{ days})}{12 \text{ months}} \\
 &= \frac{P 132,000 - P 28,600}{12} \\
 &= P 8,616.67
 \end{aligned}$$

$$\begin{aligned}
 2 \quad 13^{\text{th}} \text{ Month Bonus} &= \frac{P 11,000 \times 12 - \text{Staggered Leaves}}{12 \text{ months}} \\
 &= \frac{P 132,000 - 78 \text{ days} \times \text{Daily Rate} (11,000 / 261 \times 12)}{12 \text{ months}} \\
 &= \frac{P 132,000 - (78 \text{ days} \times P 505.75)}{12} \\
 &= \frac{P 132,000 - P 39,448.50}{12} \\
 &= P 92,551.50 \\
 &= P 7,712.63
 \end{aligned}$$





DR. PABLO O. TORRE
MEMORIAL HOSPITAL

RIVERSIDE MEDICAL CENTER, INC.



METRO PACIFIC HEALTH
THE HEART OF FILIPINO HEALTHCARE

DEPARTMENT: Human Resource Division		POLICY NUMBER: DPOTMH-APP-COMP BEN-P001-(01)	
TITLE/DESCRIPTION: COMPANY LEAVES BENEFIT			
EFFECTIVE DATE: March 14, 2025	REVISION DUE: March 13, 2028	REPLACES NUMBER: DPOTMH-D-47-P01	NO. OF PAGES: 10 of 35
APPLIES TO: All employees of DPOTMH		POLICY TYPE: Administrative	

- The peso value of the extended leave shall be deducted proportionately from the gross incentive pay when calculating the performance appraisal incentive. The computation of the extended leave shall be the same as that of the 13th Month Bonus, as specified in Policy No. 5.
- All grants and/or benefits initiated by the Company that are not covered by the Collective Bargaining Agreement shall be deducted at the corresponding peso value of the prolonged leaves.
- Failure of the employee to submit or file the "Leave Authority Form" for prolonged leave shall be dealt with accordingly without prejudice to related sanction as stated in the Code of Discipline, policies, and rules and regulations of the Company.
- There is no limit to the number of days of prolonged leave that the employee can avail of, as it is at the management discretion. The employee can also apply for prolonged sickness-related leave whenever necessary. However, for study or educational leave, travel leave, sabbatical leave, and other similar leaves, the employee can only apply two (2) years after the availment of the previous prolonged leave.

Procedure:

1. The employee files a leave through the Leaves Online Application, indicating the date/s and the purpose of the leave.
2. The Section Head/Department Head approves or disapproves the leave based on the above-stated policies.
3. The HR Staff approves the Leave Of Absence (LOA) in the Leaves Online Application to update the leave balances.

For Over LOA:

1. The employee submits a Leave Authority Form and a formal letter stating the reason, number of days of over LOA, period date, and the date assumed to return. If possible, the letter will be subject to the approval of the HRD Officer.
2. The HRD Officer forwards the letter with recommendation to HRD-Timekeeping.
3. The HRD-Timekeeping encodes the leave to the HRPIS System once approved and inform the employee regarding the recommendation of the HRD Officer.





DR. PABLO O. TORRE
MEMORIAL HOSPITAL

RIVERSIDE MEDICAL CENTER, INC.



METRO PACIFIC HEALTH
THE HEART OF FILIPINO HEALTHCARE

DEPARTMENT: Human Resource Division		POLICY NUMBER: DPOTMH-APP-COMP BEN-P001-(01)	
TITLE/DESCRIPTION: COMPANY LEAVES BENEFIT			
EFFECTIVE DATE: March 14, 2025	REVISION DUE: March 13, 2028	REPLACES NUMBER: DPOTMH–D-47-P01	NO. OF PAGES: 11 of 35
APPLIES TO: All employees of DPOTMH		POLICY TYPE: Administrative	

SOLO PARENT LEAVE

- In reference to RA 8972, parental leave for solo parents shall be granted to any solo parent or individual who is left alone with the responsibility of parenthood due to:
 - Giving birth as a result of rape or, as used by the law, other crimes against chastity;
 - Spouse's death;
 - For at least one (1) year, the spouse has been detained or is serving a sentence for a criminal conviction;
 - Spouse's physical and/or mental incapacity as certified by a public medical practitioner;
 - Legal or de facto separation from spouse for at least one (1) year; provided that he/she has custody of the children;
 - Declaration of nullity or annulment of marriage as decreed by a court or by a church; provided, that he/she is entrusted with the custody of the children;
 - Abandonment of spouse for at least one (1) year;
 - Unmarried father or mother who has chosen to keep and raise his/her child/children rather than entrusting them to others or giving them up to a welfare institution;
 - Any other person who solely provides parental care and support to a child or children; provided, that he/she is duly licensed as a foster parent by the Department of Social Welfare and Development (DSWD);
 - Any family member who assumes the responsibility of head of family as a result of the parents' or sole parent's death, abandonment, disappearance, or prolonged absence, provided that such abandonment, disappearance, or prolonged absence lasts at least one (1) year.
- The parental leave, in addition to leave privileges under existing laws or collective bargaining agreements, shall be for seven (7) working days every year, with full pay, consisting of basic salary and mandatory allowances fixed by the Regional Wage Board, if any, provided that his/her pay shall not be less than the mandated minimum wage.
- A solo parent employee shall be entitled to parental leave, provided that:
 - He/she has rendered at least one (1) year of service, whether continuous or broken;
 - Within a reasonable period of time, he/she has notified his/her employer that he/she will avail himself/herself of it; and
 - He/she has presented to his/her employer a Solo Parent Identification Card, which may be obtained from the DSWD Office of the city or municipality where he/she resides.
- The solo parent leave shall be for seven (7) calendar days with full pay consisting of basic salary



DR. PABLO O. TORRE
MEMORIAL HOSPITAL

RIVERSIDE MEDICAL CENTER, INC.



METRO PACIFIC HEALTH
THE HEART OF FILIPINO HEALTHCARE

DEPARTMENT: Human Resource Division		POLICY NUMBER: DPOTMH-APP-COMP BEN-P001-(01)	
TITLE/DESCRIPTION: COMPANY LEAVES BENEFIT			
EFFECTIVE DATE: March 14, 2025	REVISION DUE: March 13, 2028	REPLACES NUMBER: DPOTMH-D-47-P01	NO. OF PAGES: 12 of 35
APPLIES TO: All employees of DPOTMH		POLICY TYPE: Administrative	

and mandatory allowances fixed by the Regional Wage Board, if any, provided that his pay shall not be less than the mandated minimum wage.

- If there is an existing or similar benefit under a company policy or a collective bargaining agreement, the same shall be credited as such. If the benefit is greater than the seven (7) days specified in RA 8972, the greater benefit shall take precedence.
- Emergency or contingency leave provided under a company policy or a Collective Bargaining Agreement shall not be credited as meeting the requirements of RA 8972.
- No employer shall discriminate against any solo parent employee in terms and conditions of employment because of his or her status as a single parent.
- If parental leave is not used, it shall not be convertible to cash unless otherwise agreed upon in advance.
- A change in the status or circumstances of the parent claiming the benefit under the law, such that he/she is no longer left alone with the responsibility of parenthood, shall terminate his or her eligibility for this benefit.

Procedure:

1. The employee submits to the Human Resources Division a photocopy of his/her Solo Parent Identification Card, which may be obtained from the DSWD Office of the city or municipality where he/she resides.
2. The employee must apply for Solo Parent Leave in the Communicator System using the Online Leaves Application. The immediate supervisor or department head approves the online filing of the employee before the payroll cutoff.
3. The HR Staff approves the solo parent leave of the employee in the Online Leave Application so that it can be included in the regular payroll pay-out.

MASTER COPY



RIVERSIDE MEDICAL CENTER, INC.



METRO PACIFIC HEALTH
THE HEART OF FILIPINO HEALTHCARE

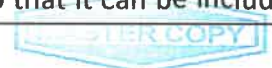
DEPARTMENT: Human Resource Division		POLICY NUMBER: DPOTMH-APP-COMP BEN-P001-(01)	
TITLE/DESCRIPTION: COMPANY LEAVES BENEFIT			
EFFECTIVE DATE: March 14, 2025	REVISION DUE: March 13, 2028	REPLACES NUMBER: DPOTMH–D-47-P01	NO. OF PAGES: 13 of 35
APPLIES TO: All employees of DPOTMH		POLICY TYPE: Administrative	

PATERNITY LEAVE

- In reference to RA 8187, a married male employee shall be entitled to paternity leave benefit provided he has met the following conditions:
 - He was an employee at the time of the delivery of his child;
 - He is cohabiting with his spouse at the time that she gives birth or suffers a miscarriage;
 - He has applied for paternity leave with his employer within a reasonable period of time from the expected date of delivery by his pregnant spouse, or within such period as may be provided by company's rules and regulations, or by collective bargaining agreement; and
 - His wife has given birth or suffered a miscarriage.
- The married male employee shall apply for paternity leave with his employer within a reasonable period of time from the expected date of delivery by his pregnant spouse, or within such period as may be provided by the company rules and regulations, or by collective bargaining agreement. A prior application for paternity leave is not required in the event of a miscarriage.
- The Paternity leave benefit shall apply to the first four (4) deliveries of the employee's lawful wife with whom he is cohabiting. However, if the spouses are not physically living together because of workstation or occupation, the male employee is still entitled to the paternity leave benefit.
- The paternity leave shall be for seven (7) calendar days with full pay consisting of basic salary and mandatory allowances fixed by the Regional Wage Board, if any, provided that his pay shall not be less than the mandated minimum wage.
- The paternity leave benefit shall be availed of before, during, or after delivery, provided the total number of days does not exceed 7 working days.
- The paternity leave shall be availed of not later than 60 days after the date of delivery of the lawful wife.
- If the paternity leave is not used, it shall not be convertible to cash and will not be cumulative.
- If the existing paternity leave benefit under the collective bargaining agreement, contract, or company policy is greater than seven (7) calendar days as provided in RA 8187, the greater benefit shall prevail.
- If the existing paternity leave benefit is less than that provided in RA 8187, the employer shall adjust the existing benefit to cover the difference.

Procedure:

1. The married male employee files an online Paternity Leave through Leaves Online Application, indicating the reason as "Paternity Leave" duly approved by the supervisor or immediate head before the payroll cut-off.
2. The married male employee submits supporting documents such as birth certificates of the child or pregnancy test results of the wife if his leave is available before the date of delivery.
3. The HR Staff approves the paternity leave filed online by the employee so that it can be included





DR. PABLO O. TORRE
MEMORIAL HOSPITAL

RIVERSIDE MEDICAL CENTER, INC.



METRO PACIFIC HEALTH
THE HEART OF FILIPINO HEALTHCARE

DEPARTMENT: Human Resource Division		POLICY NUMBER: DPOTMH-APP-COMP BEN-P001-(01)	
TITLE/DESCRIPTION: COMPANY LEAVES BENEFIT			
EFFECTIVE DATE: March 14, 2025	REVISION DUE: March 13, 2028	REPLACES NUMBER: DPOTMH–D-47-P01	NO. OF PAGES: 14 of 35
APPLIES TO: All employees of DPOTMH		POLICY TYPE: Administrative	

in the regular payroll pay-out.

OFFICIAL LEAVE

External (Outside the Hospital Premises)

Guidelines

- The Official Leave, covering the employee's offsite seminars, training, conferences, conventions, and other-related business trips outside the hospital premises, shall be covered with a Travel Order (T.O.) Form and shall be initiated and/or prepared by the department concerned in three (3) copies.
- The Department Head shall make his recommendation for the approval of the Travel Order (T.O.) Form based on the invitation from the outside party.
- The department concerned or employee shall process and submit the Travel Order (T.O.) for approval and signature to the different areas at least one (1) month before the seminar/training schedule, as follows:
 - Budget Section – for budget allocation
 - Corporate Finance Officer – for budget approval
 - President/CEO – for approval of the trip/seminar

Note: For T.O. within Bacolod or Negros Area, submission shall be within 3 days.

- As soon as the Travel Order is approved by the President/CEO, the department concerned or employee shall submit the approved T.O. to the Human Resource Division.
- The HR-Compensation and Benefits Supervisor or Staff shall perform the following:
 - HR-Compensation and Benefits Supervisor or staff signs the T.O.
 - Retains one (1) copy of the T.O. for reference
 - Forwards the T.O. to the HR-T&D Section
- The following tasks shall be completed by the HR-Training and Development Head or Staff:
 - Records the employee's training
 - Follows up on the employee's or participant's seminar feedback and/or echo seminar.
 - Gets a copy of the seminar/training materials
 - Prepares a Memorandum of Agreement for the payback scheme, if applicable.
 - Retains one (1) copy of the T.O. for reference.
 - The Training and Development Head signs and forwards the T.O. to the Chief Accountant.
- The Chief Accountant shall initiate the request for the issuance of a check based on the approved Travel Order.
- The employee shall file for Official Leave and indicate the seminars, training, conferences,





DR. PABLO O. TORRE
MEMORIAL HOSPITAL

RIVERSIDE MEDICAL CENTER, INC.



METRO PACIFIC HEALTH
THE HEART OF FILIPINO HEALTHCARE

DEPARTMENT: Human Resource Division		POLICY NUMBER: DPOTMH-APP-COMP BEN-P001-(01)	
TITLE/DESCRIPTION: COMPANY LEAVES BENEFIT			
EFFECTIVE DATE: March 14, 2025	REVISION DUE: March 13, 2028	REPLACES NUMBER: DPOTMH-D-47-P01	NO. OF PAGES: 15 of 35
APPLIES TO: All employees of DPOTMH		POLICY TYPE: Administrative	

conventions, and other-related business trips through the Online Leaves Application in the Communicator System.

Procedure:

1. The Department Head signs the Travel Order Form and recommends the approval of the Travel Order for outside seminars, training, and official business trips of the employee.
2. The employee processes and/or routes the Travel Order for signature and approval of the Budget Head, Chief Finance Officer and President/Chief Executive Officer.
3. The HR-Compensation and Benefits Supervisor or Staff shall perform the following:
 - 3.1. HR-Compensation and Benefits Supervisor or staff signs the T.O.
 - 3.2. Retains one (1) copy of the T.O. for reference
 - 3.3. Forwards the T.O. to the HR-T&D Section
4. The following tasks shall be completed by the HR-Training and Development Head or Staff:
 - 4.1. Records the employee's training
 - 4.2. Follows up on the employee's or participant's seminar feedback and/or echo seminar.
 - 4.3. Gets a copy of the seminar/training materials
 - 4.4. Prepares a Memorandum of Agreement for the payback scheme, if applicable.
 - 4.5. Retains one (1) copy of the T.O. for reference.
 - 4.6. The Training and Development Head signs and forwards the T.O. to the Chief Accountant.
5. For Strategic Planning Sessions held in hotels or any other venues within Negros, the list of participants based on the actual attendance sheet shall be submitted by the HR-Training and Development Section (T&D) to the Compensation and Benefits Section (CompBen) for encoding in the HRPIS.
6. The HR-Training & Development (T&D) Head or Staff records the employee's training as the basis for the monitoring of the employee's seminar feedback or echo, acquires training materials and prepares a Memorandum of Agreement for payback scheme, if applicable.
7. The HR-T&D Head or Staff forwards the Travel Order to the Chief Accountant for processing of the trip-related expenses.
8. The Chief Accountant initiates the request for the issuance of a check payment.





DR. PABLO O. TORRE
MEMORIAL HOSPITAL

RIVERSIDE MEDICAL CENTER, INC.



METRO PACIFIC HEALTH
THE HEART OF FILIPINO HEALTHCARE

DEPARTMENT: Human Resource Division		POLICY NUMBER: DPOTMH-APP-COMP BEN-P001-(01)	
TITLE/DESCRIPTION: COMPANY LEAVES BENEFIT			
EFFECTIVE DATE: March 14, 2025	REVISION DUE: March 13, 2028	REPLACES NUMBER: DPOTMH-D-47-P01	NO. OF PAGES: 16 of 35
APPLIES TO: All employees of DPOTMH		POLICY TYPE: Administrative	

OFFICIAL LEAVE – Internal (Within the Hospital Premises)

- If the seminars/trainings are internal; within the hospital premises, the employee shall swipe-in and swipe-out to record his complete attendance during the day.
- In the event of a failure to swipe-in and swipe-out, the employee shall submit an Incident Report to the Timekeeper, which must be signed by his immediate supervisor and/or department head, for inclusion in the Attendance Report.
- For Strategic Planning Sessions held in hotels or any other venues within Negros, the list of participants based on the actual attendance sheet shall be submitted by the HR-Training and Development Section (T&D) to the Compensation and Benefits Section (CompBen) for encoding in the HRPIS.

Procedure:

1. The employee swipes in and swipes out to record his complete attendance during the day.
2. The employee submits an Incident Report duly signed by his immediate superior to HR in case of failure to swipe-in and out.
3. The HR-Timekeeper includes the employee in the Attendance Report.





DR. PABLO O. TORRE
MEMORIAL HOSPITAL

RIVERSIDE MEDICAL CENTER, INC.



METRO PACIFIC HEALTH
THE HEART OF FILIPINO HEALTHCARE

DEPARTMENT: Human Resource Division		POLICY NUMBER: DPOTMH-APP-COMP BEN-P001-(01)	
TITLE/DESCRIPTION: COMPANY LEAVES BENEFIT			
EFFECTIVE DATE: March 14, 2025	REVISION DUE: March 13, 2028	REPLACES NUMBER: DPOTMH-D-47-P01	NO. OF PAGES: 17 of 35
APPLIES TO: All employees of DPOTMH		POLICY TYPE: Administrative	

VACATION LEAVE

1. Based on the Collective Bargaining Agreement, vacation leaves are non-cumulative and shall be availed of by the employee after at least one (1) year of continuous service from date of probationary employment in the HOSPITAL.
2. The number of days' vacation leave depending on the tenure, is as follows:

LENGTH OF SERVICE	NUMBER OF DAYS
1 year to 15 years	15 days
16 years to 20 years	17 days
21 years and above	20 days

3. Upon eligibility for vacation leave, the employee can avail of the benefit on a staggered or straight basis depending on the need of the employee and the schedule of the department. It is, therefore, necessary that all vacation leaves must be planned out for the year.
4. Starting January 2016, all employees shall plan out their vacation leaves for the whole calendar year and submit to his immediate Supervisor or Department Head, the schedules of his staggered or straight vacation leaves; starting from January to December.
 - 4.1 The immediate Supervisor or Department Head shall evaluate and approve the planned staggered or straight vacation leaves of the employee and submit the consolidated schedule of vacation leaves to Human Resources Division.
 - 4.2 Regardless of the number of days' vacation leave benefit e.g. 15 days, 17 days or 20 days, five (5) days will be reserved as "Floater" for Emergency Leaves.
 - 4.3 For straight vacation leaves, the employee shall submit to HR, the Leave Authority Form at least 1 month/30 days prior to the scheduled leave duly signed and approved by the immediate Supervisor and Department Head.
 - 4.4 For staggered vacation leave, the approved Leave Authority Form shall be submitted to HR at least five (5) days before the scheduled vacation leave.
 - 4.5 The HR Staff shall encode the leave/s of the employee in the HRPIS for updating of vacation leave balances.
5. In reference to the Vacation Leave Policy, regardless of the number of days' vacation leave entitlement (e.g. 15 days, 17 days or 20 days) the employee shall reserve five (5) days as "Floater" for emergency purposes.
6. If the reason for VL is emergency in nature for which the employee may not be in the position to file for a Leave Authority Form ahead of schedule, the employee must inform his immediate head or Supervisor of the intended leave at least two (2) hours before his work schedule. Fur-





RIVERSIDE MEDICAL CENTER, INC.



METRO PACIFIC HEALTH
THE HEART OF FILIPINO HEALTHCARE

DEPARTMENT: Human Resource Division		POLICY NUMBER: DPOTMH-APP-COMP BEN-P001-(01)	
TITLE/DESCRIPTION: COMPANY LEAVES BENEFIT			
EFFECTIVE DATE: March 14, 2025	REVISION DUE: March 13, 2028	REPLACES NUMBER: DPOTMH-D-47-P01	NO. OF PAGES: 18 of 35
APPLIES TO: All employees of DPOTMH		POLICY TYPE: Administrative	

thermore, the leave/s shall be charged to Vacation Leave (5 days Floater) and shall not require a 5-day prior notice.

7. To serve as a guide, emergency in nature shall refer to the following cases and filing of the Leave Authority Form shall be done upon return to duty of the employee:
 - 7.1 Death of immediate family member
 - 7.2 Sickness and medical-related cases of immediate family member
 - 7.3 Fortuitous event and/or Force Majeure (Acts of God)
8. Swapping option shall be allowed (refer to the Definition of Terms) provided approved by the immediate Head.
9. Staggered vacation leave shall not be more than five (5) days; otherwise, it shall be considered as straight vacation leave.
10. The straight vacation leave is entitled to a cash advance payment to eligible employees on the following:

Applicable Period	Payment of the Cash Advance
1 st to 15 th day – Current Month	Payroll payout on the 22 nd of the current month
16 th to 30 th /31 st day – Current Month	Payroll payout on the 7 th of the next month.

11. For straight vacation leave, holidays occurring within the employee's inclusive vacation leave schedule shall be considered as part of the leave.
12. The minimum number of days for vacation leave shall be one (1) day; however, for Departments and Sections with reliever provisions, the minimum vacation leave is five (5) days.
13. Vacation leaves must be used up or availed of within one (1) year from anniversary date or date of probationary; otherwise, this benefit shall be forfeited as it is not cumulative. If the employee cannot use up the benefit within one (1) year due to exigency of work, the employee shall be given two (2) months to avail of his vacation leave balance, subject to the approval of the immediate Head.
14. In exceptional cases, vacation leave may be rescheduled to meet the needs of the employee; however, the Corporation reserves the right to disapprove, adjust or recall any approved vacation leave to suit the needs of the operation.
15. This policy supersedes all previously released communications, memoranda and circulars related to vacation leave.





DR. PABLO O. TORRE
MEMORIAL HOSPITAL

RIVERSIDE MEDICAL CENTER, INC.



METRO PACIFIC HEALTH
THE HEART OF FILIPINO HEALTHCARE

DEPARTMENT: Human Resource Division		POLICY NUMBER: DPOTMH-APP-COMPEN-P001-(01)	
TITLE/DESCRIPTION: COMPANY LEAVES BENEFIT			
EFFECTIVE DATE: March 14, 2025	REVISION DUE: March 13, 2028	REPLACES NUMBER: DPOTMH-D-47-P01	NO. OF PAGES: 19 of 35
APPLIES TO: All employees of DPOTMH		POLICY TYPE: Administrative	

16. The Floater shall be availed of as staggered vacation leave without the need of 5 days prior notice; provided, the reason for such a leave is emergency in nature, which is defined as follows:
- 16.1 Death of an immediate family member;
 - 16.2 Sickness and medical-related cases of an immediate family member;
 - 16.3 Fortuitous event and/or Force Majeure (Acts of God).
17. The total number of days' vacation leave of an employee, the 5 days floater and the number of days required to be plotted, as follows:

	NO. OF DAYS' VACATION LEAVE		
No. of Days' VL	20	17	15
Less: Floater	(5)	(5)	(5)
No. of Days for Plotting	15	12	10

18. The number of days' that need to be plotted as stated in Item 3, (e.g. 15 days, 12 day or 10 days) may be availed of on a staggered basis or by a straight method. This requires that the filing of application be done at least 5 days for staggered VL and 15 days for straight VL before the target date.
19. If these 5 – days floater are not utilized and/or totally consumed within the *availment period, the employee can still claim it on the **last month of the availment period and shall be treated as staggered vacation leave; subject to 5 – day prior notice.

Particulars	Period Covered	No. of Days VL
Date Hired	Feb. 1, 2014	none
Accruing Period (12 months from date of hire)	Feb. 1, 2014 to Jan. 31, 2015	15 days
* Availment Period	Feb. 1, 2015 to Jan. 31, 2016	
** Last Month of Availment for Floater	January 1 – 31, 2016	

20. If the floater or the balance thereof is not utilized during the last month of the availment period, the employee shall be given *** two (2) months extension to avail of such benefit.
21. Earned leaves during the accruing period shall not be used as Floater.
22. The provision for vacation leave floater shall form part of the Vacation Leave Policy.





RIVERSIDE MEDICAL CENTER, INC.



METRO PACIFIC HEALTH
THE HEART OF FILIPINO HEALTHCARE

DEPARTMENT: Human Resource Division		POLICY NUMBER: DPOTMH-APP-COMP BEN-P001-(01)	
TITLE/DESCRIPTION: COMPANY LEAVES BENEFIT			
EFFECTIVE DATE: March 14, 2025	REVISION DUE: March 13, 2028	REPLACES NUMBER: DPOTMH-D-47-P01	NO. OF PAGES: 20 of 35
APPLIES TO: All employees of DPOTMH		POLICY TYPE: Administrative	

WORK INSTRUCTION:	
SSS SICKNESS BENEFIT	
KEY TASKS	PERSON RESPONSIBLE
1. Files online to the Social Security System Website for approval of the number of days' sickness upon receipt of the duly accomplished Sickness Notification Form from the employee.	HR-Benefits Staff
2. Determines the 12 months salary credits preceding the semester of sickness and computes the total sickness benefits payable to the employee based on the approved number of days sickness from SSS.	HR-Benefits Staff
3. Accomplishes the Sickness Reimbursement Application Form and forwards same to Compensation Head for checking and signature.	
4. Forwards the accomplished Sickness Reimbursement Application Form to the Chief Accountant for check preparation.	
5. Initiates request for the check issuance.	Chief Accountant
6. Submits the Sickness Reimbursement Application Form to SSS.	HR-Benefits Staff
RECONCILIATION OF SSS REIMBURSEMENT CLAIM	
1. Reconciles the amount paid by the SSS with the amount paid in advance to the employee by the hospital based on the SSS Statement of Account showing the payment/reimbursement to various RMCI employees.	HR-Benefits Staff
2. Forwards payment request for overage.	HR-Benefits Head
3. Checks and initiates payment to employee for overage.	Chief Accountant
4. Prepares monthly summary and reconciliation report for SSS Sickness Benefit.	HR-Benefits Staff



RIVERSIDE MEDICAL CENTER, INC.



METRO PACIFIC HEALTH
THE HEART OF FILIPINO HEALTHCARE

DEPARTMENT: Human Resource Division		POLICY NUMBER: DPOTMH-APP-COMP BEN-P001-(01)	
TITLE/DESCRIPTION: COMPANY LEAVES BENEFIT			
EFFECTIVE DATE: March 14, 2025	REVISION DUE: March 13, 2028	REPLACES NUMBER: DPOTMH-D-47-P01	NO. OF PAGES: 21 of 35
APPLIES TO: All employees of DPOTMH		POLICY TYPE: Administrative	

SPECIAL LEAVE FOR WOMEN (MAGNA CARTA)	
KEY TASKS	PERSON RESPONSIBLE
1. Submits to HR the Leave Authority Form duly signed/approved by her immediate Head before the payroll cut-off.	Employee
2. Encodes the special leave as "Magna Carta" in the HRPIS so that it shall be included in the regular payroll pay-out	
3. Submits the duly accomplished Sickness Notification Form of the employee to the Social Security System for approval of payment of the sickness benefit leave.	
4. Computes for the total sickness benefits payable to the employee upon receipt of the approved Sickness Notification from the Social Security System	
5. Accomplishes the Sickness Reimbursement Application Form and forwards same to Compensation Head for checking and signature.	
6. Forwards the accomplished Sickness Reimbursement Application Form to the Chief Accountant for check preparation.	
7. Initiates request for the check issuance.	HR Benefits Staff
8. Submits the Sickness Reimbursement Application Form to SSS.	Chief Accountant
RECONCILIATION OF SSS REIMBURSEMENT CLAIM	
1. Reconciles the amount paid by the SSS with the amount paid in advance to the employee by the Hospital based on the SSS Statement of Account showing the payment/reimbursement to various RMCI employees	HR-Benefits Staff
2. Signs payment request for overage.	HR-Benefits Head
3. Checks and initiates payment to employee for overage.	Chief Accountant
4. Prepares monthly summary and reconciliation report for SSS Sickness Benefit.	HR-Benefits Staff





RIVERSIDE MEDICAL CENTER, INC.



METRO PACIFIC HEALTH
THE HEART OF FILIPINO HEALTHCARE

DEPARTMENT: Human Resource Division		POLICY NUMBER: DPOTMH-APP-COMP BEN-P001-(01)	
TITLE/DESCRIPTION: COMPANY LEAVES BENEFIT			
EFFECTIVE DATE: March 14, 2025	REVISION DUE: March 13, 2028	REPLACES NUMBER: DPOTMH-D-47-P01	NO. OF PAGES: 22 of 35
APPLIES TO: All employees of DPOTMH		POLICY TYPE: Administrative	

LEAVE OF ABSENCE (LOA) WITHOUT PAY

KEY TASKS	PERSON RESPONSIBLE
1. Files in the Leaves Online Application in the Communicator System indicating the date/s and the purpose of the leave.	Employee
2. Approves or cancels the Online Application based on the above-stated policies.	Immediate Supervisor or Department Head
3. Approves the online application approved by the Section Head or Department Head.	HR Compensation and Benefits Staff
4. Sends through communicator to the HR Compensation and Benefits staff to cancel the filed leave and the reason of the cancellation in cases that the employee will cancel the approved leave filed online	Employee

PROLONGED LEAVES WITHOUT PAY

KEY TASKS	PERSON RESPONSIBLE
1. Files a Leave through Leaves Online Application indicating the date/s and the purpose of the leave.	Employee
2. Approves or disapproves the leave filed by the employee.	Section Head/Department Head
3. Approves the Leave Of Absence (LOA) in the Leaves Online Application to update the leave balances.	HR Staff





DR. PABLO O. TORRE
MEMORIAL HOSPITAL

RIVERSIDE MEDICAL CENTER, INC.



METRO PACIFIC HEALTH
THE HEART OF FILIPINO HEALTHCARE

DEPARTMENT: Human Resource Division		POLICY NUMBER: DPOTMH-APP-COMPEN-P001-(01)	
TITLE/DESCRIPTION: COMPANY LEAVES BENEFIT			
EFFECTIVE DATE: March 14, 2025	REVISION DUE: March 13, 2028	REPLACES NUMBER: DPOTMH-D-47-P01	NO. OF PAGES: 23 of 35
APPLIES TO: All employees of DPOTMH		POLICY TYPE: Administrative	

SOLO PARENT LEAVE

KEY TASKS	PERSON RESPONSIBLE
1. Submits to Human Resources Division a photocopy of his/her Solo Parent Identification Card, which may be obtained from the DSWD Office of the city or municipality where he/she resides.	Employee
2. Files through Online Leaves Application in the Communicator System the Solo Parent Leave indicating the reason.	
3. Approves the online filing of the employee before the payroll cut off.	Immediate Supervisor or Department Head
4. Approves the solo parent leave of the employee in the Online Leave Application so that it can be included in the regular payroll pay-out.	HR Staff

PATERNITY LEAVE

KEY TASKS	PERSON RESPONSIBLE
1. Files online Paternity Leave through Leaves Online Application indicating the reason as "Paternity Leave".	Married Male Employee
2. Submits supporting document such as birth certificate of the child or pregnancy test result of the wife if his leave is availed of before the date of delivery.	
3. Approves the online filing of the employee before the payroll cut off.	Immediate Supervisor or Department Head
4. Approves the paternity leave filed online of the employee so that it can be included in the regular payroll pay-out.	HR Staff





RIVERSIDE MEDICAL CENTER, INC.



METRO PACIFIC HEALTH
THE HEART OF FILIPINO HEALTHCARE

DEPARTMENT: Human Resource Division		POLICY NUMBER: DPOTMH-APP-COMP BEN-P001-(01)	
TITLE/DESCRIPTION: COMPANY LEAVES BENEFIT			
EFFECTIVE DATE: March 14, 2025	REVISION DUE: March 13, 2028	REPLACES NUMBER: DPOTMH-D-47-P01	NO. OF PAGES: 24 of 35
APPLIES TO: All employees of DPOTMH		POLICY TYPE: Administrative	

OFFICIAL LEAVE	
KEY TASKS	PERSON RESPONSIBLE
OFFICIAL LEAVE – External (Outside the Hospital Premises)	
1. Signs the Travel Order Form and recommends the approval of the Travel Order for outside seminar, training and official business trip of the employee.	Department Head
2. Processes and/or routes the Travel Order for signature and approval of the Budget Head, Corporate Finance and President/Chief Executive Officer.	Employee
3. Submits the duly approved Travel Order Form to HR-Time-keeping Staff.	Employee
4. Files Official Leave thru Communicator-Leaves Online Application.	
5. Approves the online application filed by the employee on or before the payroll cut-off period.	Section/Department Head
6. Records the employee's training as basis in the monitoring of the employee's seminar feedback or echo, acquisition of training materials and prepares Memorandum of Agreement for payback scheme, if applicable.	HR-Training & Development (T&D) Head or Staff
7. Forwards the Travel Order to the Chief Accountant for processing of the trip-related expenses.	
8. Initiates the request for the issuance of check payment.	Chief Accountant
OFFICIAL LEAVE – Internal (Within the Hospital Premises)	
1. Swipes-in and swipes-out to record his complete attendance during the day.	Employee
2. Submits Incident Report duly signed by his immediate superior to HR in case of failure to swipe-in and out.	
3. Includes the employee in the Attendance Report.	HR-Timekeeper





DR. PABLO O. TORRE
MEMORIAL HOSPITAL

RIVERSIDE MEDICAL CENTER, INC.



METRO PACIFIC HEALTH
THE HEART OF FILIPINO HEALTHCARE

DEPARTMENT: Human Resource Division		POLICY NUMBER: DPOTMH-APP-COMP BEN-P001-(01)	
TITLE/DESCRIPTION: COMPANY LEAVES BENEFIT			
EFFECTIVE DATE: March 14, 2025	REVISION DUE: March 13, 2028	REPLACES NUMBER: DPOTMH-D-47-P01	NO. OF PAGES: 25 of 35
APPLIES TO: All employees of DPOTMH		POLICY TYPE: Administrative	

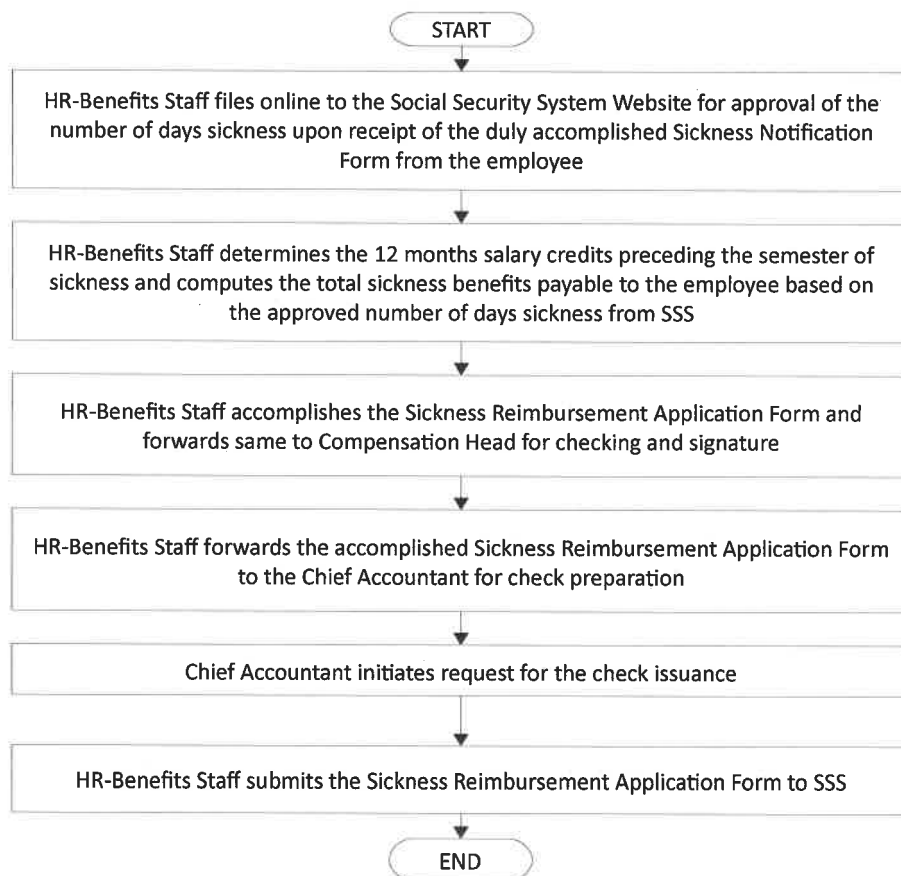
VACATION LEAVE	
KEY TASKS	PERSON RESPONSIBLE
1. Submits to immediate Supervisor or Department Head the schedule of his staggered or straight vacation leaves for the whole year.	Employee
2. Evaluates and approves the planned vacation leaves of the employee.	Immediate Supervisor or Department Head
3. Submits the consolidated schedule of vacation leaves of his Section or Department to the Human Resources Division.	
4. Applies through Online Leaves Application in the Communicator System duly approved by his immediate Supervisor or Department Head based on the required days.	Employee
5. Approves the online leaves for staggered vacation leave.	HR Staff
6. Reviews and processes the payment of the cash advance for straight vacation leaves.	Payroll Head
<div>MASTER COPY</div>	



DEPARTMENT: Human Resource Division		POLICY NUMBER: DPOTMH-APP-COMP BEN-P001-(01)	
TITLE/DESCRIPTION: COMPANY LEAVES BENEFIT			
EFFECTIVE DATE: March 14, 2025	REVISION DUE: March 13, 2028	REPLACES NUMBER: DPOTMH–D-47-P01	NO. OF PAGES: 26 of 35
APPLIES TO: All employees of DPOTMH		POLICY TYPE: Administrative	

WORK FLOW:

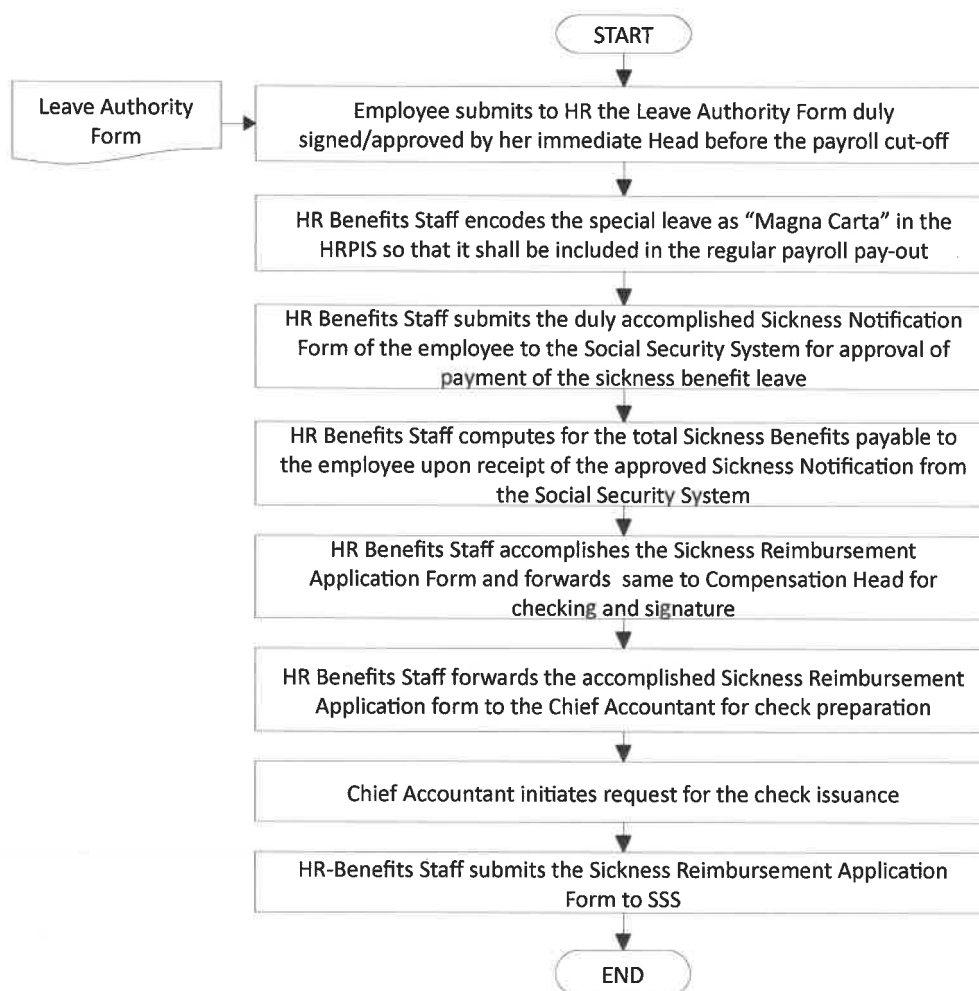
SSS SICKNESS BENEFITS





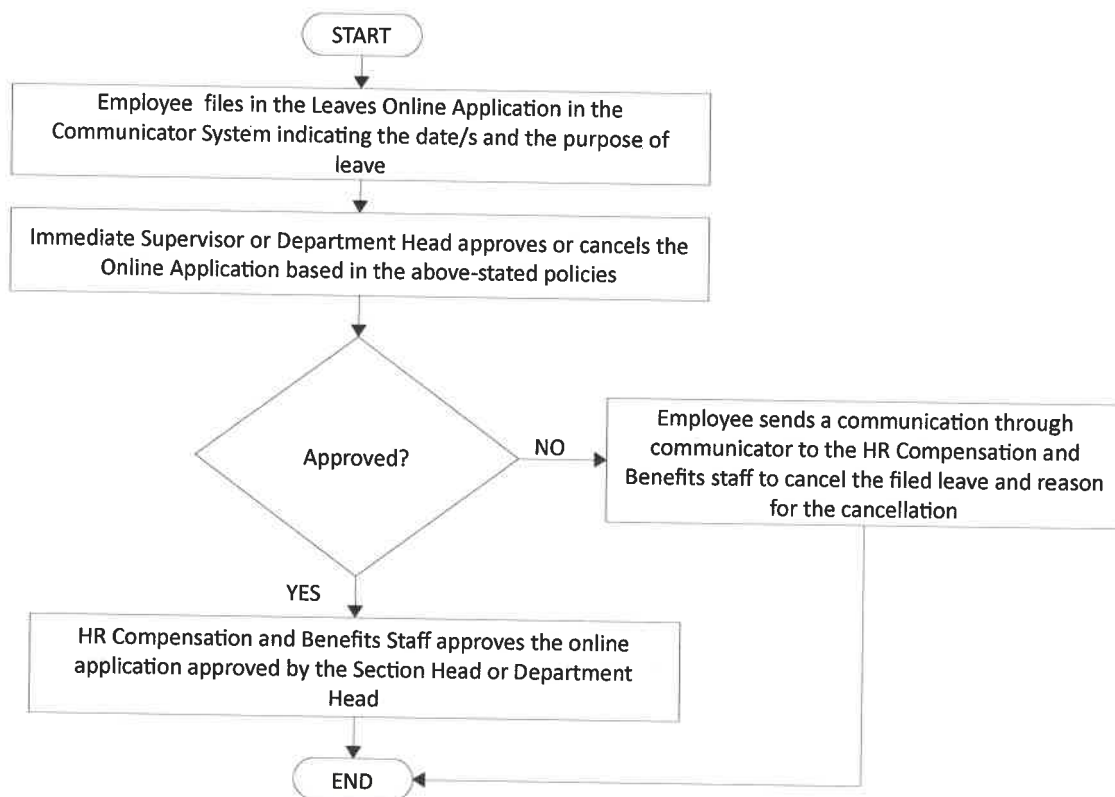
DEPARTMENT: Human Resource Division		POLICY NUMBER: DPOTMH-APP-COMP BEN-P001-(01)	
TITLE/DESCRIPTION: COMPANY LEAVES BENEFIT			
EFFECTIVE DATE: March 14, 2025	REVISION DUE: March 13, 2028	REPLACES NUMBER: DPOTMH-D-47-P01	NO. OF PAGES: 27 of 35
APPLIES TO: All employees of DPOTMH		POLICY TYPE: Administrative	

SPECIAL LEAVE FOR WOMEN (MAGNA CARTA)



DEPARTMENT: Human Resource Division		POLICY NUMBER: DPOTMH-APP-COMP BEN-P001-(01)	
TITLE/DESCRIPTION: COMPANY LEAVES BENEFIT			
EFFECTIVE DATE: March 14, 2025	REVISION DUE: March 13, 2028	REPLACES NUMBER: DPOTMH-D-47-P01	NO. OF PAGES: 28 of 35
APPLIES TO: All employees of DPOTMH		POLICY TYPE: Administrative	

LEAVE OF ABSENCE (LOA) WITHOUT PAY





DR. PABLO O. TORRE
MEMORIAL HOSPITAL

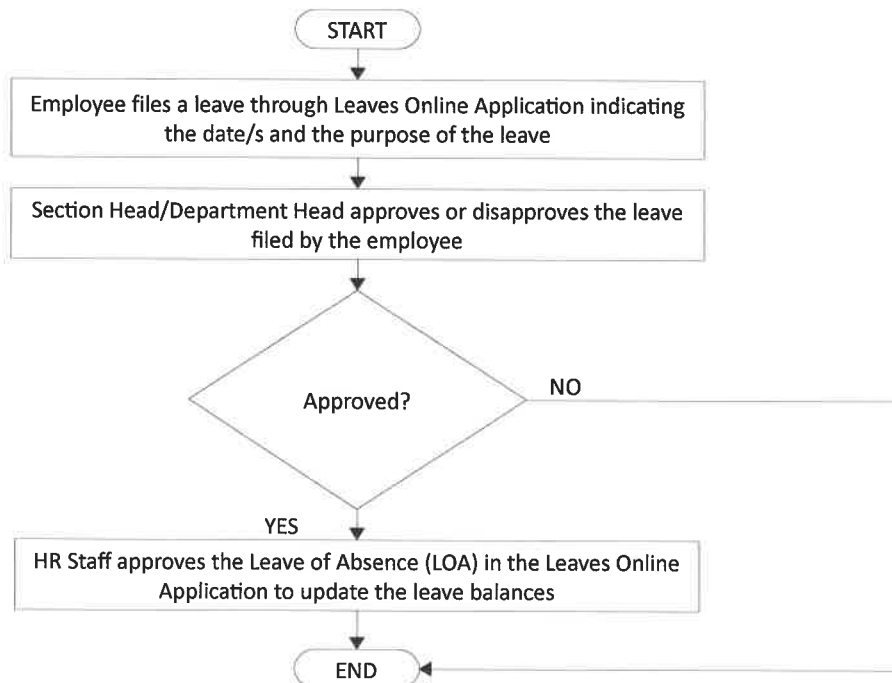
RIVERSIDE MEDICAL CENTER, INC.



METRO PACIFIC HEALTH
THE HEART OF FILIPINO HEALTHCARE

DEPARTMENT: Human Resource Division		POLICY NUMBER: DPOTMH-APP-COMP BEN-P001-(01)	
TITLE/DESCRIPTION: COMPANY LEAVES BENEFIT			
EFFECTIVE DATE: March 14, 2025	REVISION DUE: March 13, 2028	REPLACES NUMBER: DPOTMH-D-47-P01	NO. OF PAGES: 29 of 35
APPLIES TO: All employees of DPOTMH		POLICY TYPE: Administrative	

PROLONGED LEAVES WITHOUT PAY





DR. PABLO O. TORRE
MEMORIAL HOSPITAL

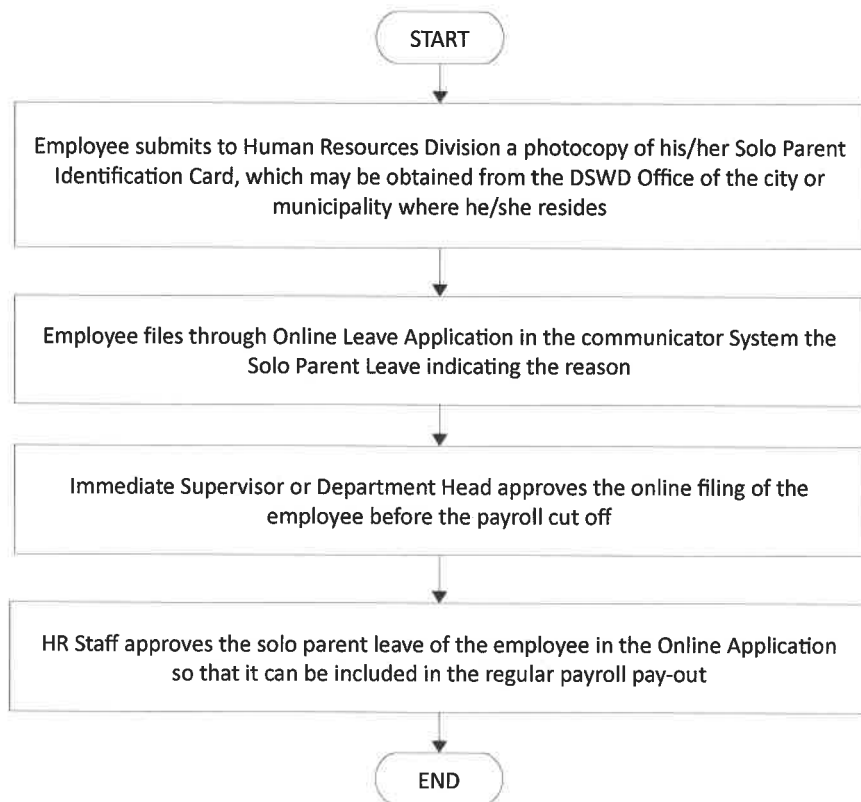
RIVERSIDE MEDICAL CENTER, INC.



METRO PACIFIC HEALTH
THE HEART OF FILIPINO HEALTHCARE

DEPARTMENT: Human Resource Division		POLICY NUMBER: DPOTMH-APP-COMP BEN-P001-(01)	
TITLE/DESCRIPTION: COMPANY LEAVES BENEFIT			
EFFECTIVE DATE: March 14, 2025	REVISION DUE: March 13, 2028	REPLACES NUMBER: DPOTMH-D-47-P01	NO. OF PAGES: 30 of 35
APPLIES TO: All employees of DPOTMH		POLICY TYPE: Administrative	

SOLO PARENT LEAVE



MASTER COPY



DR. PABLO O. TORRE
MEMORIAL HOSPITAL

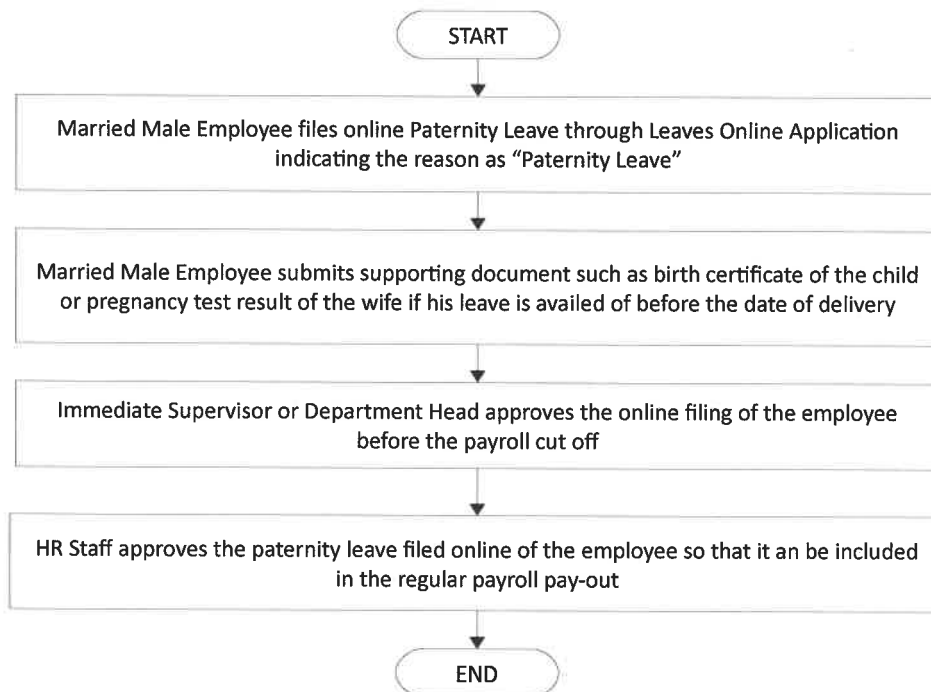
RIVERSIDE MEDICAL CENTER, INC.



METRO PACIFIC HEALTH
THE HEART OF FILIPINO HEALTHCARE

DEPARTMENT: Human Resource Division		POLICY NUMBER: DPOTMH-APP-COMP BEN-P001-(01)	
TITLE/DESCRIPTION: COMPANY LEAVES BENEFIT			
EFFECTIVE DATE: March 14, 2025	REVISION DUE: March 13, 2028	REPLACES NUMBER: DPOTMH-D-47-P01	NO. OF PAGES: 31 of 35
APPLIES TO: All employees of DPOTMH		POLICY TYPE: Administrative	

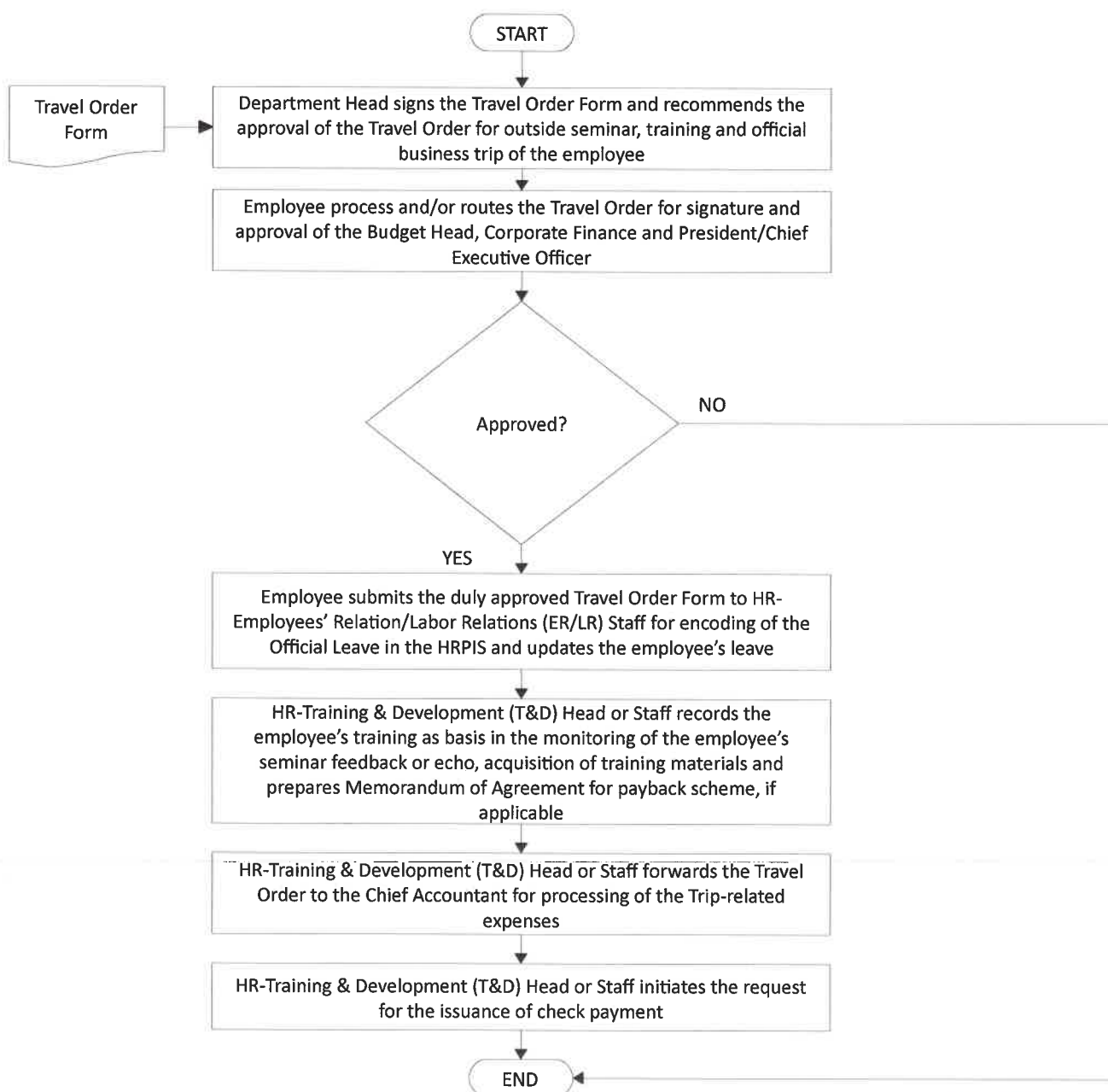
PATERNITY LEAVE





DEPARTMENT: Human Resource Division		POLICY NUMBER: DPOTMH-APP-COMPEN-P001-(01)	
TITLE/DESCRIPTION: COMPANY LEAVES BENEFIT			
EFFECTIVE DATE: March 14, 2025	REVISION DUE: March 13, 2028	REPLACES NUMBER: DPOTMH–D-47-P01	NO. OF PAGES: 32 of 35
APPLIES TO: All employees of DPOTMH		POLICY TYPE: Administrative	

OFFICIAL LEAVE





DR. PABLO O. TORRE
MEMORIAL HOSPITAL

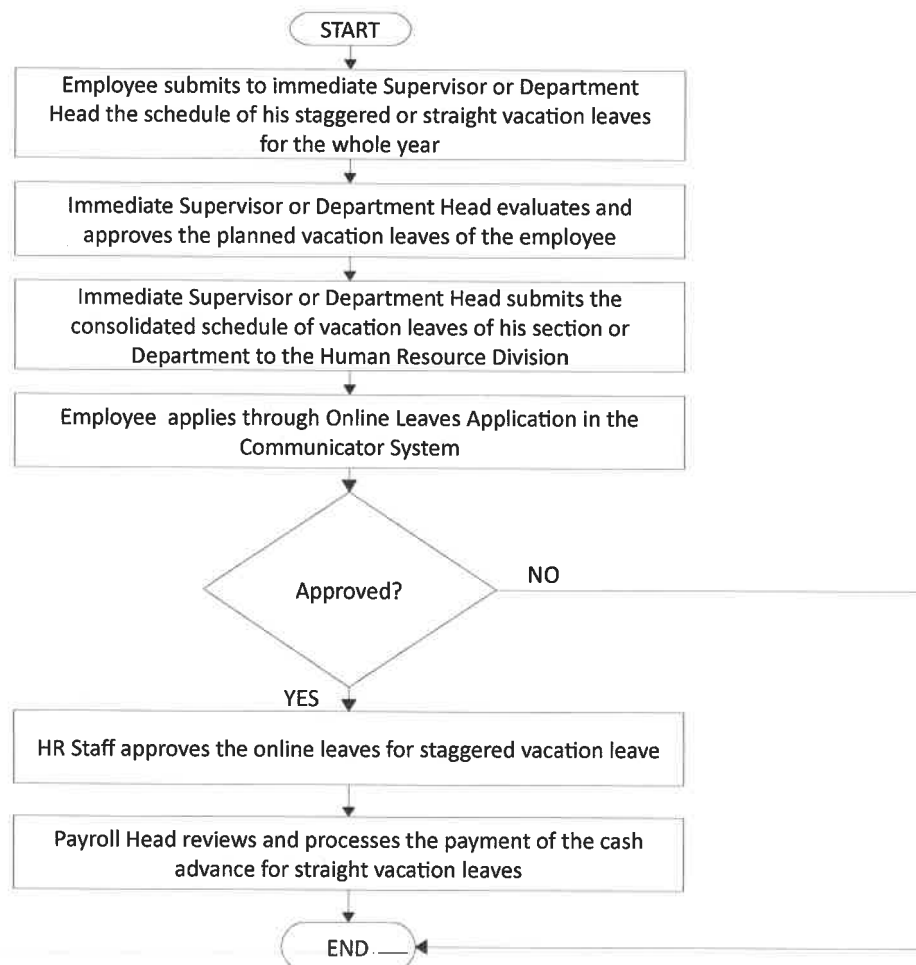
RIVERSIDE MEDICAL CENTER, INC.



METRO PACIFIC HEALTH
THE HEART OF FILIPINO HEALTHCARE

DEPARTMENT: Human Resource Division		POLICY NUMBER: DPOTMH-APP-COMP BEN-P001-(01)	
TITLE/DESCRIPTION: COMPANY LEAVES BENEFIT			
EFFECTIVE DATE: March 14, 2025	REVISION DUE: March 13, 2028	REPLACES NUMBER: DPOTMH-D-47-P01	NO. OF PAGES: 33 of 35
APPLIES TO: All employees of DPOTMH		POLICY TYPE: Administrative	

VACATION LEAVE



MASTER COPY



DR. PABLO O. TORRE
MEMORIAL HOSPITAL

RIVERSIDE MEDICAL CENTER, INC.



METRO PACIFIC HEALTH
THE HEART OF FILIPINO HEALTHCARE

DEPARTMENT: Human Resource Division		POLICY NUMBER: DPOTMH-APP-COMP BEN-P001-(01)	
TITLE/DESCRIPTION: COMPANY LEAVES BENEFIT			
EFFECTIVE DATE: March 14, 2025	REVISION DUE: March 13, 2028	REPLACES NUMBER: DPOTMH-D-47-P01	NO. OF PAGES: 34 of 35
APPLIES TO: All employees of DPOTMH		POLICY TYPE: Administrative	

FORMS: 1. COMP BEN-F001(01)-Leave Authority 2. ORGDEV-F005 (01)-Travel Order Form
EQUIPMENT: N/A
REFERENCES: N/A





DR. PABLO O. TORRE
MEMORIAL HOSPITAL

RIVERSIDE MEDICAL CENTER, INC.



METRO PACIFIC HEALTH
THE HEART OF FILIPINO HEALTHCARE

DEPARTMENT: Human Resource Division		POLICY NUMBER: DPOTMH-APP-COMP BEN-P001-(01)	
TITLE/DESCRIPTION: COMPANY LEAVES BENEFIT			
EFFECTIVE DATE: March 14, 2025	REVISION DUE: March 13, 2028	REPLACES NUMBER: DPOTMH-D-47-P01	NO. OF PAGES: 35 of 35
APPLIES TO: All employees of DPOTMH		POLICY TYPE: Administrative	

APPROVAL:				
	Name/Title	Signature	Date	TQM Stamp
Prepared by:	RIO MARIE S. GOLVIO Compensation and Benefits Supervisor		3/24/25	
Reviewed by:	WENDY MAE D. GOMEZ Accreditation & Documentation Manager		3/31/25	
Approved by:	NANCY B. HIZON Human Resources Division Head		4/2/25	
	RODEL J. LLAVE Total Quality Division Head		4/2/25	
	HANNAH KHAY S. TREYES Chief Nursing Officer		04/04/2025	
	JULIE ANNE CHRISTINE J. KO Chief Finance Officer		4/11/2025	
	NOEL P. GARBO General Services Head		4/15/2025	
	ROSARIO D. ABARING Ancillary Division Head		04.15.2025	
	JOSE PEPITO B. MALAPITAN, MD Medical Director		06 MAY 2025	
	MA. ANTONIA S. GENSOLI, MD VP/ Chief Medical Officer		4-30-25	
	SOCORRO VICTORIA L. DE LEON VP/ Chief Operating Officer		05/09/2025	
Final Approved by:	GENESIS GOLDI D. GOLINGAN President and Chief Executive Officer		05/14/25	

MASTER COPY