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6100

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Page Number:	1
Department/Section:	COMPENSATION AND BENEFITS
Document Title:	SICK LEAVE & INCENTIVE HEALTH LEAVE/BONUS

PURPOSE

To establish the standard procedure in the availment of the company Sick Leave and Incentive Health Leave/Bonus.

LEVEL


All employees, Section/Department/Division Heads, Corporate Human Resource Officer, Compensation Head, Labor Relations Head, HR – Benefits Staff and HR – Labor Relations Staff.

DEFINITION OF TERM

Sick Leave and Incentive Health Leave/Bonus – This is a 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.

POLICY

1. Based on the Collective Bargaining Agreement, a 5 – day sick Leave and 10 – day Incentive Health Leave shall be granted to all permanent employees who have rendered at least one year of continuous service from the date of probationary employment *in* the HOSPITAL.
2. For prolonged or continuous sick leave five (5) days or more, the employee shall have the following options:
 - 2.1. Charge the whole sick leaves to his 5-day company's Sick Leave and 10 – day Incentive Health Leave.
 - 2.2. Charge the first five (5) days to his 5-day company's Sick Leave and the balance to SSS Sickness Benefit.

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3. If the 5-day company sick leave and 10-day Incentive Health Leave of the employee have been used up, the sick leave of four (4) days or more shall be forwarded to Social Security System chargeable to the employee's SSS Sickness Benefit.
4. The notification for sick leave thru phone call commonly called as "SICK CALL" shall be done two (2) hours prior to employee's scheduled duty.
5. Sick leave for three (3) or more days shall be supported with Medical Certificate and "Fit-To-Work" clearance from the Company Physician. This excludes Influenza Like Symptoms (ILS) and other respiratory ailments covered by **DPOTMH-HRD-COMP BEN-P025, POLICY ON IDENTIFICATION, RECALL, AND REFERRAL FOR EMPLOYEES IN RELATION TO COVID-19.**
6. Medical Certificate and "Fit - To - Work" Clearance for sick leaves during week days shall be issued by the Company Physician and by the Junior Medical Consultant at OPD/ER during weekends.
7. At the discretion of the Management, an employee who takes at least five (5) days sick leave may be audited through a home visit to be conducted by the Company Nurse or HR Staff.
8. The employee shall claim his unused sick leaves during the applicable year and shall be paid based on the employee's current monthly rate, as follows:

Anniversary Date/Date Hired	Schedule of Payment
Between 1 st to 15 th of the current month	Payroll payout on the 30 th /31 st of the previous month.
Between 16 th to the 30 th /31 st of the current month	Payroll payout on the 15 th of the current month.



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APPROVAL:

	Name/Title	Signature	Date
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Verified:	SHEILA MARIE D. DE LA PAZ HR-Operations Manager		6/3/20
Reviewed:	DENNIS C. ESCALONA, RN, MN, FPSQua Quality Assurance Supervisor		06/04/2021
Recommending Approval:	NANCY B. HIZON, MS Psych, FPCHA Corporate Human Resource Officer		6/16/2020
	HENRY F. ALAVAREN, MD, FPSMID, FPSQua Total Quality Division Officer		6/17/20
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		06/22/20




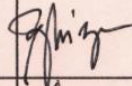
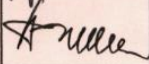


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PROCEDURE

1. Upon eligibility, the employee avails of his sick leave benefit in cases of sickness and other-related health problems.
2. The sick employee informs his Immediate Supervisor or Department Head of his absence at least (2) hours before his scheduled duty.
3. For sick leave three (3) days or more, the employee secures a Medical Certificate and "Fit-To-Work" clearance from the Company Physician. If the Medical Certificate is issued by another or private doctor, employee must secure the counter signature of the Company Physician.
4. Upon return to duty, the employee submits a Leave Authority Form duly signed by his Immediate Supervisor or Department Head, together with his Medical Certificate and "Fit-To-Work" Clearance to the HR Division.
5. The duly approved Sick Leave Authority Form, together with the Medical Certificate and "Fit-To-Work" clearance; if applicable, shall be submitted by the employee to HR for encoding in the HRPIS as soon as possible.
6. The HR Staff issues Clearance Slip to employee and encodes the sick leave utilization in the HRPIS to update leave balances.
7. The HR – Benefits Staff processes the payment of Unused Sick Leave & Incentive Health Benefits for submission to the Compensation Head for review and processing of payment.
8. The Compensation Head reviews and processes the payment of the Unused Sick Leave and Incentive Health Benefits (see HR ECS – QP – 03) for separate procedure on Processing and Payment of Unused Sick Leave/Incentive Health.

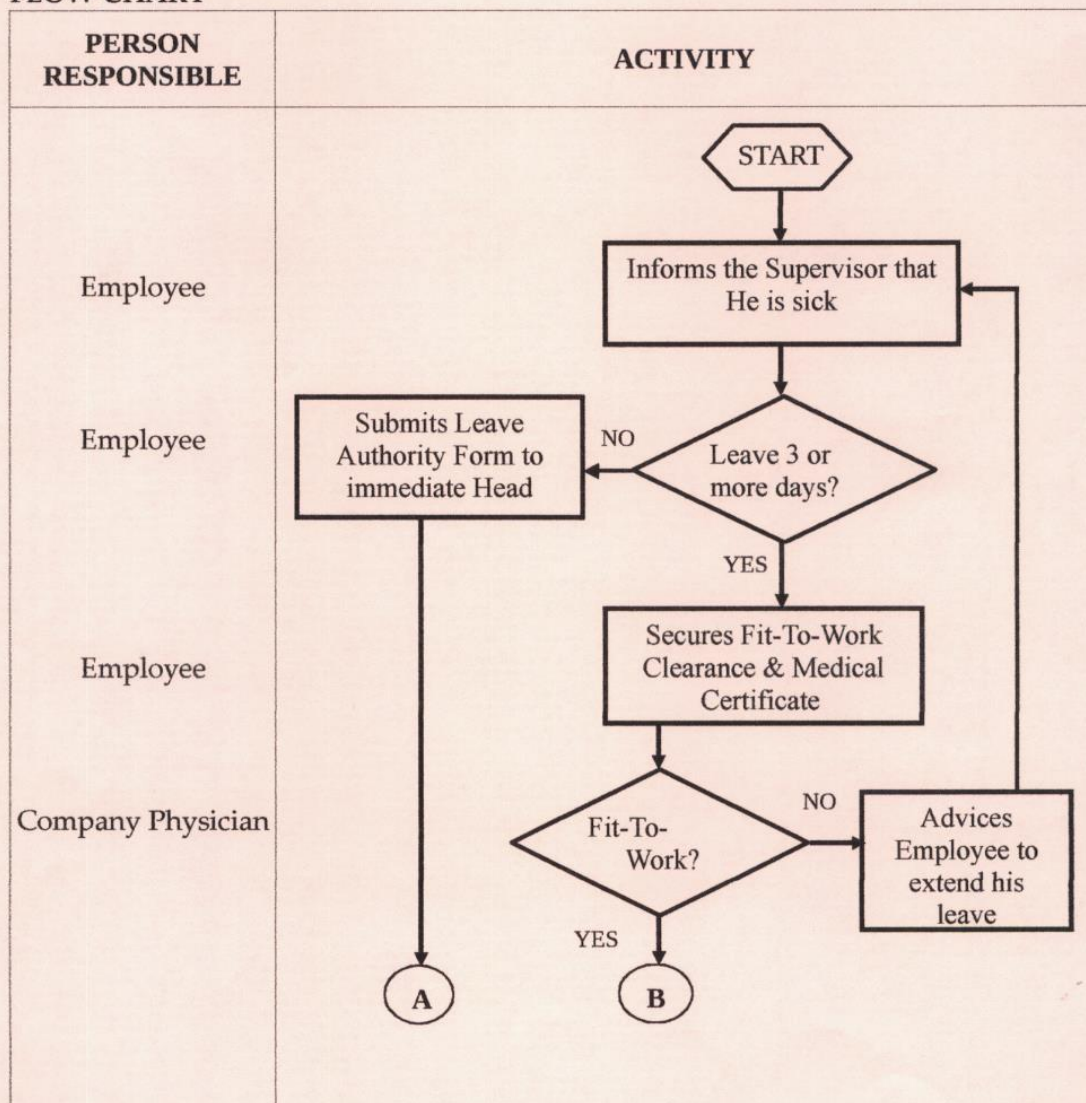


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FLOW CHART

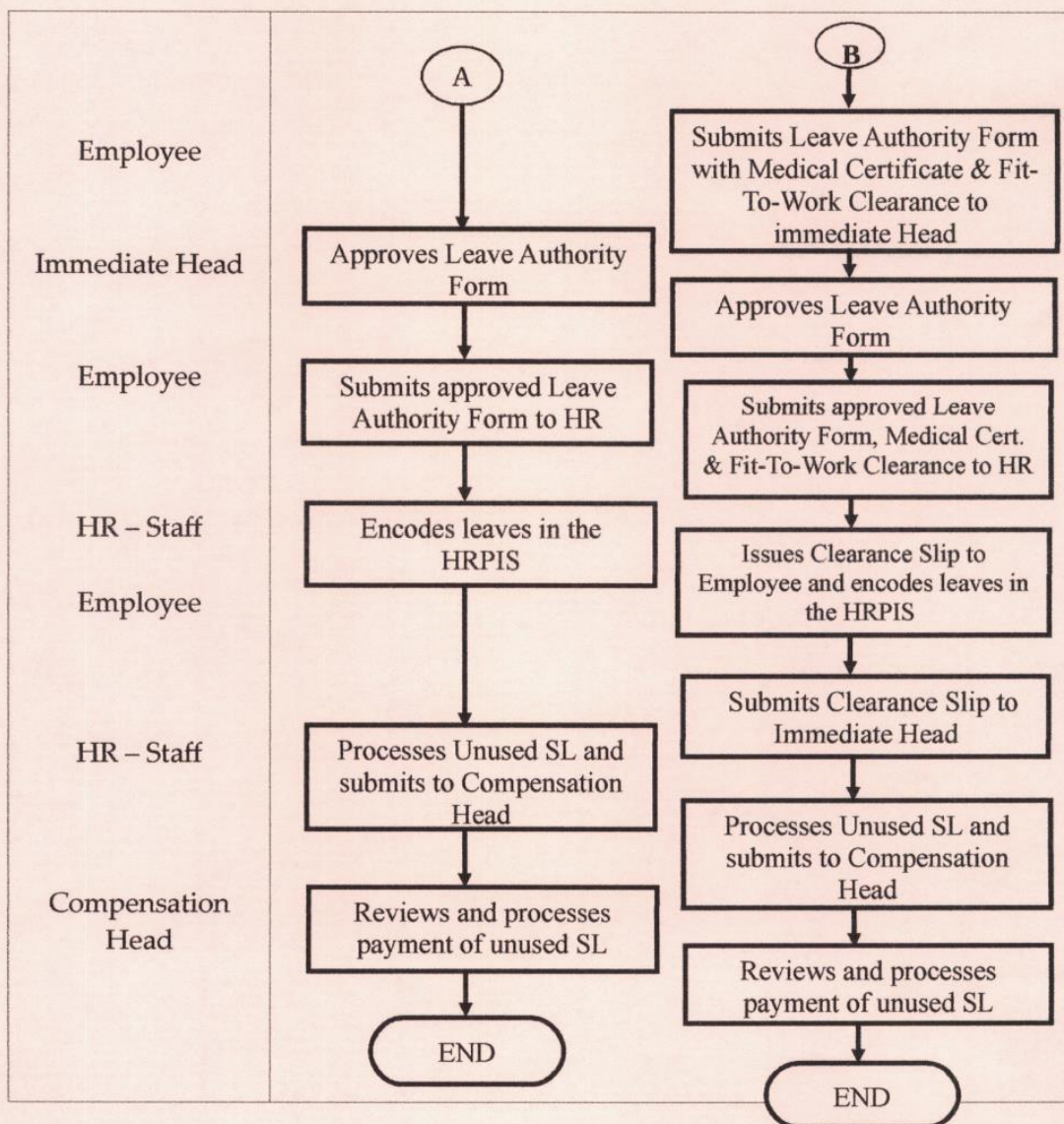





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WORK INSTRUCTION

Employee:

1. Submits and/or files Leave Authority Form for sick leave/leaves to Immediate Supervisor or Department Head.
2. Secures Medical Certificate and "Fit-To-Work" Clearance from the Company Physician or Junior Medical Consultant at the OPD/ER, if applicable.
3. Submits the duly approved Leave Authority Form to HR.
4. Submits Clearance Slip issued by HR to immediate Head.

Section Head/Department Head:

1. Approves and/or signs Leave Authority Form.

HR – Staff:

1. Issues Clearance Slip to employee.
2. Encodes the leaves in the HRPIS and updates employee's leave balances.

HR – Benefits Staff:

1. Processes the Unused Sick Leave Benefit.
2. Submits to HR – Compensation Head for review and processing of payment.

HR – Compensation Head:

1. Reviews and processes the payment of the Unused Sick Leave Benefit.

Company Physician:

1. Conducts the medical examination.
2. Issues Medical Certificate and "Fit-To-Work" clearance.



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DOCUMENTATION

Leave Authority Form
Medical Certificate and "Fit-To-Work" Clearance