 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-D-47-P01-S05
	Effective Date:	12-30-2021
	Document Type:	Standard Operating Procedure
	Page Number:	1 of 4
	Department/Section:	Compensation and Benefits Section
	Document Title:	LEAVE OF ABSENCE (LOA) WITHOUT PAY

PURPOSE:

To establish a standard policy in the availment of Leave of Absence (LOA) without pay.

SCOPE:

Applies to all employees of Dr. Pablo O. Torre Memorial Hospital.

PERSON RESPONSIBLE:

Employee, Section/Department/Division Heads, HR Staff


GENERAL GUIDELINES:

1 Per reference to the Work Standards of the Employees' Manual, Item B entitled Timekeeping, **page 15** (in paraphrase) states that:


1.1 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. The employee must apply online prior to his/her leave, unless the situation is emergency in nature. 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 to work. Failure to file online will result in an unauthorized leave"**.

1.2 Furthermore, per 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"**.


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- 2 To serve as a guide, serious and compelling reasons may refer to the following:
 - 2.1 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;
 - 2.2 School-related matters requiring parents' attendance;
 - 2.3 Death and/or sickness of relatives by affinity and consanguinity (e.g. limited to father and father-in-law, mother and mother-in-law, siblings, grandparents and grandchildren);
 - 2.4 And, other justifiable reason/s analogous to the foregoing.
- 3 The **unauthorized** LOA shall be considered as Absence Without Official Leave (AWOL) and shall be subject to disciplinary action based on the Employees' Manual.
- 4 All applications for leave of absence shall be subject to approval by the Immediate Head.



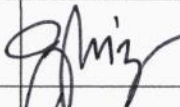
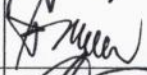

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PROCEDURE:

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

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