 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p> <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p>	Document Code:	DPOTMH-D-47-P01-S08
	Effective Date:	12-30-2021
	Document Type:	Standard Operating Procedure
	Page Number:	1 of 4
	Department/Section:	Compensation and Benefits Section
	Document Title:	PATERNITY LEAVE

PURPOSE:

To establish a standard procedure in the availment and payment of Paternity Leave Benefit.

SCOPE:


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

PERSON RESPONSIBLE:

Employee, HR ER/LR Staff, Compensation and Benefits Head


GENERAL GUIDELINES:

- 1 In reference to the RA 8187, a married male employee shall be entitled to paternity leave benefit, provided he has met the following conditions:
 - 1.1 He is an employee at the time of the delivery of his child;
 - 1.2 He is cohabiting with his spouse at the time that she gives birth or suffers a miscarriage;
 - 1.3 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 rules and regulations, or by collective bargaining agreement; and
 - 1.4 His wife has given birth or suffered a miscarriage.
- 2 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. In case of a miscarriage, prior application for paternity leave shall not be required.

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	Effective Date:	12-30-2021
	Document Type:	Standard Operating Procedure
	Page Number:	2 of 4
	Department/Section:	Compensation and Benefits Section
	Document Title:	PATERNITY LEAVE


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- 3 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.
- 4 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.
- 5 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.
- 6 The paternity leave shall be availed of not later than 60 days after the date of delivery of the lawful wife.
- 7 In the event that the paternity leave is not availed of, it shall not be convertible to cash and shall not be cumulative.
- 8 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.
- 9 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.




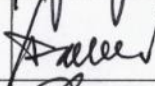

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	Effective Date:	12-30-2021
	Document Type:	Standard Operating Procedure
	Page Number:	3 of 4
	Department/Section:	Compensation and Benefits Section
	Document Title:	PATERNITY LEAVE

PROCEDURE:

1. The married male employee files 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 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. The HR Staff approves the paternity leave filed online of the employee so that it can be included in the regular payroll pay-out.

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	Effective Date:	12-30-2021
	Document Type:	Standard Operating Procedure
	Page Number:	4 of 4
	Department/Section:	Compensation and Benefits Section
	Document Title:	PATERNITY LEAVE

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