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|  <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-S06 |
| | Effective Date: | 12-30-2021 |
| | Document Type: | Standard Operating Procedure |
| | Page Number: | 1 of 6 |
| | Department/Section: | Compensation and Benefits Section |
| | Document Title: | PROLONGED LEAVES WITHOUT PAY |

PURPOSE:

To establish a standard policy on prolonged leaves without pay which shall serve as basis for the computation of net payment for employees' benefits such as Performance Appraisal Incentive, 13th Month Bonus, and other Company benefits and grants.

SCOPE:


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

PERSON RESPONSIBLE:

Employee, Section/Department/Division Heads, HR Staff

GENERAL GUIDELINES:

- 1 Prolonged leaves shall refer 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; as follows:
 - 1.1 Magna Carta and maternity-related leaves in excess of the number of days approved by the SSS physician;
 - 1.2 SSS Sick Leave and other sickness-related leave in excess of the number of days approved by the SSS physician;
 - 1.3 Leave of Absence (LOA) without pay in excess of the Company's authorized leave of 15 days per year; and
 - 1.4 Other authorized/approved leaves such as study/educational leave, travel leave, sabbatical leave, and other similar leaves in excess of the authorized fifteen (15) days LOA.
- 2 Exclusions from this policy shall be applied to all prolonged leaves incurred prior to the effectivity date of this policy.

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3 This policy shall apply to all permanent employees who have incurred prolonged leaves and shall be used as basis for the computation of the following:

- 3.1 Net pay for 13th Month Bonus;
- 3.2 Net pay for Performance Appraisal Incentive; and
- 3.3 Net pay for other grants and benefits initiated by the Company, or those not covered by the Collective Bargaining Agreement.

4 All prolonged leaves shall be covered with the Leave Authority Form duly signed by the Immediate Head and approved by the Department/Division Head. Unauthorized leave of absence shall be considered as "AWOL" subject to sanctions under the Employees' Code of Discipline.


5 The final or net 13th Month Bonus shall be computed based on the standard formula as per 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 total salary in order to qualify for the bonus

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

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

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

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


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Illustration:


$$\begin{aligned}
 \text{A. } 13^{\text{th}} \text{ Month Bonus} &= \frac{P\ 11,000 \times 12 \text{ months} - \text{Prolonged Leaves}}{12 \text{ months}} \\
 &= \frac{P\ 132,000 - (P11,000 \times 78 \text{ days} / 30 \text{ days})}{12 \text{ months}} \\
 &= \frac{P132,000 - P28,600}{12} \\
 &= P\ 8,616.67
 \end{aligned}$$

$$\begin{aligned}
 \text{B. } 13^{\text{th}} \text{ Month Bonus} &= \frac{P\ 11,000 \times 12 - \text{Staggered Leaves}}{12 \text{ months}} \\
 &= \frac{P\ 132,000 - 78 \text{ days} \times \text{Daily Rate } (11,000/261 \times 12)}{12 \text{ months}} \\
 &= \frac{P\ 132,000 - (78 \text{ days} \times P\ 505.75)}{12} \\
 &= \frac{P\ 132,000 - P39,448.50}{12} \\
 &= \frac{P\ 92,551.50}{12} \\
 &= P\ 7,712.63
 \end{aligned}$$

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- 6 For the computation of the Performance Appraisal Incentive, peso value of the prolonged leaves shall be deducted proportionately from the gross incentive pay. The computation of the prolonged leaves shall be the same as that of the 13th Month Bonus, as per No. 5 of this Policy.
- 7 All grants and/or benefits initiated by the Company that are not covered by the Collective Bargaining Agreement shall be deducted with the corresponding peso value of the prolonged leaves.
- 8 Failure of the employee to submit or file the "Leave Authority Form" for prolonged leaves 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.
- 9 There is no limit to the number of days of prolonged leaves that the employee can avail of, as it is Management discretion. The employee can also apply for prolonged sickness-related leaves whenever necessary. However, for study/educational leave, travel leave, sabbatical leave, and other similar leaves, the employee can only apply two (2) years after availment of the previous prolonged leave.



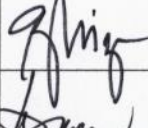


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PROCEDURE:

1. The employee files a Leave through Leaves Online Application indicating the date/s and the purpose of the leave.
2. The Section Head/Department Head approves or disapprove 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.

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APPROVAL:

| | Name/Title | Signature | Date |
|------------------------|--|---|-----------|
| Prepared by: | RIO MARIE S. GOLVIO Compensation and Benefits Supervisor |  | 2/3/22 |
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| Recommending Approval: | NANCY B. HIZON, MS Psych, FPCHA Human Resources Division Officer |  | 2/7/22 |
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