 <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-S01
	Effective Date:	12-30-2021
	Document Type:	Standard Operating Procedure
	Page Number:	1 of 4
	Department/Section:	Compensation and Benefits Section
	Document Title:	SICK LEAVE AND INCENTIVE HEALTH BONUS

PURPOSE:

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

SCOPE:

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

PERSON RESPONSIBLE:

Compensation Head, Labor Relations Head, HR – Benefits Staff and HR – Labor Relations Staff

GENERAL GUIDELINES:

- 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.
- 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.




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- 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.
- 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 22 nd of the previous month.
Between 16 th to the 30 th /31 st of the current month	Payroll payout on the 7 th of the current month.



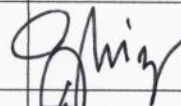


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PROCEDURE:

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 shall file through Leaves Online Application in the Communicator System. The Immediate Supervisor or Department Head approves the online filing of the employee. The employee submits his Medical Certificate and "Fit-To-Work" Clearance to the HR Division.
5. The HR Staff issues Clearance Slip to employee and approves the sick leave filed online to update leave balances.
6. 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.
7. The Payroll Head reviews and processes the payment of the Unused Sick Leave and Incentive Health Benefits for separate procedure on Processing and Payment of Unused Sick Leave/Incentive Health.

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APPROVAL:

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