 <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-S07
	Effective Date:	12-30-2021
	Document Type:	Standard Operating Procedure
	Page Number:	1 of 5
	Department/Section:	Compensation and Benefits Section
	Document Title:	<b>SOLO PARENT LEAVE</b>

**PURPOSE:**

To establish a standard procedures in the availment and payment of Solo Parent Leave.

**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 RA 8972, parental leave for solo parents shall be granted to any solo parent or individual who is left alone with the responsibility of parenthood due to:
  - 1.1 Giving birth as a result of rape or, as used by the law, other crimes against chastity;
  - 1.2 Death of spouse;
  - 1.3 Spouse is detained or is serving sentence for a criminal conviction for at least one (1) year;
  - 1.4 Physical and/or mental incapacity of spouse as certified by a public medical practitioner;
  - 1.5 Legal separation or de facto separation from spouse for at least one (1) year; provided, that he/she is entrusted with the custody of the children;
  - 1.6 Declaration of nullity or annulment of marriage as decreed by a court or by a church; provided, that he/she is entrusted with the custody of the children;
  - 1.7 Abandonment of spouse for at least one (1) year;
  - 1.8 Unmarried father/mother who has preferred to keep and rear his/her child/children, instead of having others care for them or give them up to a welfare institution;


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- 1.9 Any other person who solely provides parental care and support to a child or children; provided, that he/she is duly licensed as a foster parent by the Department of Social Welfare and Development (DSWD);
- 1.10 Any family member who assumes the responsibility of head of family as a result of the death, abandonment, disappearance, or prolonged absence of the parents or solo parent: provided, that such abandonment, disappearance, or prolonged absence lasts for at least one (1) year.
- 2 The parental leave, in addition to leave privileges under existing laws or collective bargaining agreement, shall be for seven (7) working days every year, with full pay, consisting of basic salary and mandatory allowances fixed by the Regional Wage Board, if any, provided that his/her pay shall not be less than the mandated minimum wage.
- 3 A solo parent employee shall be entitled to the parental leave, provided that:
  - 3.1 He/she has rendered at least one (1) year of service, whether continuous or broken;
  - 3.2 He/she has notified his/her employer that he/she will avail himself/herself of it, within a reasonable period of time; and
  - 3.3 He/she has presented to his/her employer a Solo Parent Identification Card, which may be obtained from the DSWD Office of the city or municipality where he/she resides.
- 4 The solo parent 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 If there is an existing or similar benefit under a company policy or a collective bargaining agreement, the same shall be credited as such. If the same is greater than the seven (7) days provided for in RA 8972, the greater benefit shall prevail.

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- 6 The Emergency or contingency leave provided under a company policy or a Collective Bargaining Agreement shall not be credited as compliance with the parental leave provided for under RA 8972.
- 7 No employer shall discriminate against any solo parent employee with respect to terms and conditions of employment on account of his/her being a solo parent.
- 8 In the event that the parental leave is not availed of, it shall not be convertible to cash, unless specifically agreed on previously.
- 9 A change in the status or circumstance of the parent claiming the benefit under the law, such that he/she is no longer left alone with the responsibility of parenthood, shall terminate his/her eligibility for this benefit.




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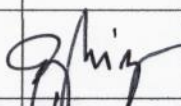
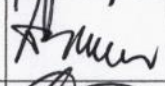

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### **PROCEDURE:**

1. The employee submits to Human Resources Division photocopy of his/her Solo Parent Identification Card, which may be obtained from the DSWD Office of the city or municipality where he/she resides.
2. The employee shall file through Online Leaves Application in the Communicator System the Solo Parent Leave indicating the reason. The Immediate Supervisor or Department Head approves the online filing of the employee before the payroll cut off.
3. The HR Staff approves the solo parent leave of the employee in the Online Leave Application so that it can be included in the regular payroll pay-out.

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**APPROVAL:**

	Name/Title	Signature	Date
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