 <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-S04
	Effective Date:	12-30-2021
	Document Type:	Standard Operating Procedure
	Page Number:	1 of 5
	Department/Section:	Compensation and Benefits Section
	Document Title:	SPECIAL LEAVE FOR WOMEN (MAGNA CARTA)

PURPOSE:

To establish a standard procedures in the availment and payment of Special Leave for Women (Magna Carta).

SCOPE:


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

PERSON RESPONSIBLE:


Employee, HR ER/LR Staff, HR-Benefits Staff, Compensation and Benefits Head, Chief Accountant

GENERAL GUIDELINES:

- 1 In reference to RA 9710, the Special Leave for Women shall be granted to any female employee regardless of age and civil status after she underwent surgery for gynecological disorders; provided that:
 - 1.1 She has rendered at least six (6) months continuous/aggregate employment service for the last twelve (12) months prior to surgery;
 - 1.2 She has filed an application for special leave with her Supervisor within reasonable period of time from the expected date of surgery or within such period as may be provided by company rules and regulations or Collective Bargaining Agreement; and
 - 1.3 She has undergone surgery due to gynecological disorders as certified by a competent physician.
- 2 The employee is entitled to special leave benefit of two (2) months with full pay based on her basic monthly pay plus mandatory allowances fixed by the regional wage boards.
- 3 The compensable sickness shall begin on the first day of sickness and/or confinement and shall be paid through her regular payroll.


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	Effective Date:	12-30-2021
	Document Type:	Standard Operating Procedure
	Page Number:	2 of 5
	Department/Section:	Compensation and Benefits Section
	Document Title:	SPECIAL LEAVE FOR WOMEN (MAGNA CARTA)

- 4 The employee can still file and/or claim a sickness benefit with the Social Security System by following the requirements and/or policy on SSS Sickness Benefits.
- 5 The special leave shall be non-cumulative and non-convertible to cash unless otherwise provided by a Collective Bargaining Agreement (CBA).

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	Effective Date:	12-30-2021
	Document Type:	Standard Operating Procedure
	Page Number:	3 of 5
	Department/Section:	Compensation and Benefits Section
	Document Title:	SPECIAL LEAVE FOR WOMEN (MAGNA CARTA)

PROCEDURE:


- 1 The employee submits to HR the Leave Authority Form duly signed/approved by her immediate Head before the payroll cut-off. The Leave Authority Form shall be supported by the Sickness Notification Form duly signed by her Attending Physician.
- 2 The HR Staff encodes the special leave as "Magna Carta" in the HRPIS so that it shall be included in the regular payroll pay-out.
- 3 The HR Staff submits the duly accomplished Sickness Notification Form of the employee to the Social Security System for approval of payment of the sickness benefit leave.
- 4 Upon receipt of the approved Sickness Notification from the Social Security System, computes for the total sickness benefits payable to the employee, as follows:
 - 4.1 Extracts from the HRPIS computerized system, the 12-months' salary credits;
 - 4.2 Selects the six (6) highest monthly salary credits within the last 12-months' salary credits and sums them up;
 - 4.3 Divides the sum or the total of the six (6) highest monthly salary credits by 180 in order to get the Average Daily Salary Credit;
 - 4.4 Multiplies the Average Daily Salary Credit by 90% to get the Daily Sickness Allowance; and
 - 4.5 Multiplies the Daily Sickness Allowance by the approved number of days' sick leave to get the Total Compensation Due.

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	Effective Date:	12-30-2021
	Document Type:	Standard Operating Procedure
	Page Number:	4 of 5
	Department/Section:	Compensation and Benefits Section
	Document Title:	SPECIAL LEAVE FOR WOMEN (MAGNA CARTA)



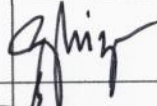
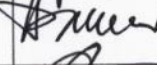
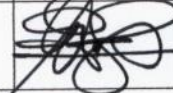
- 5 Based on the computation on Item 2, the HR-Benefits Staff accomplishes the Sickness Reimbursement Application Form and forwards same to Compensation Head for checking and signature.
- 6 The HR-Benefits Staff forwards the accomplished Sickness Reimbursement Application Form to the Chief Accountant for check preparation.
- 7 The Chief Accountant initiates request for the check issuance.
- 8 The HR-Benefits Staff submits the Sickness Reimbursement Application Form to SSS.

RECONCILIATION OF SSS REIMBURSEMENT CLAIM:

- 1 Based on the SSS Statement of Account showing the payment/reimbursement to various RMCI employees, the HR-Benefits Staff reconciles the amount paid by the SSS with the amount paid in advance to the employee by the Hospital.
 - 1.1 If the amount paid by SSS to the employee is greater than the amount paid by the Hospital, the difference or the overage shall be paid to the employee.
 - 1.2 If the amount paid by the SSS is lesser than the amount paid by the Hospital, the difference or the underpayment shall be deducted from the employee's salary.
- 2 The HR-Benefits Head signs payment request for overage.
- 3 The Chief Accountant checks and initiates payment to employee for overage.
- 4 The HR-Benefits Staff prepares monthly summary and reconciliation report for SSS Sickness Benefit.

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	Effective Date:	12-30-2021
	Document Type:	Standard Operating Procedure
	Page Number:	5 of 5
	Department/Section:	Compensation and Benefits Section
	Document Title:	SPECIAL LEAVE FOR WOMEN (MAGNA CARTA)

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