

 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-D-47-P01-S02
	Effective Date:	12-30-2021
	Document Type:	Standard Operating Procedure
	Page Number:	1 of 5
	Department/Section:	Compensation and Benefits Section
	Document Title:	<b>SSS SICKNESS BENEFIT</b>

### **PURPOSE:**

To establish a standard policy in the availment and payment of SSS Sickness Benefit.

### **SCOPE:**

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

### **PERSON RESPONSIBLE:**

Employee, HR-Benefits Staff, Compensation and Benefits Head, Chief Accountant

### **GENERAL GUIDELINES:**

1. In order to qualify for this benefit, the employee-SSS member should have at least three (3) months contributions in the twelve-month period immediately preceding the semester of sickness or injury.
2. For home confinement, the employee shall submit to the Human Resource Division (HRD) his Sickness Notification Form duly signed by the Attending Physician within five (5) calendar days from date of his sickness or injury. The Human Resource Division, in turn, shall notify or submit the Notification Form to Social Security System within five (5) days after receipt of the notification from the employee.
3. If the employee is confined in the hospital, he/she shall submit his/her Sickness Notification Form duly signed by the Attending Physician to HRD immediately after his/her confinement but not later than one (1) year after his hospital confinement.
4. If the employee got sick or was injured while on duty or while he was within the company premises, the employee shall submit his sickness notification, incident report and other proof of accident duly signed by the authorized personnel to Human Resource Division within ten (10) days from the start of his confinement.

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In this case, the HR shall also notify the SSS within ten (10) calendar days from the start of his confinement.

5. The compensable sickness with the Social Security System shall begin on the first day of sickness and/or confinement; after all the company sick leave credits with pay of the employee have been used up.
6. The total sickness benefit shall be paid in advance by the Hospital and the SSS shall also reimburse the whole amount upon the presentation of the required proof of payment.
7. An employee-member can be granted sickness benefit for a maximum of 120 days in one calendar year. Any unused portion of the allowable 120 days sickness benefit cannot be carried forward and added to the total number of allowable compensable days for the following year.
8. The sickness benefit shall not be paid for more than 240 days on account of the same illness. If the sickness or injury still persists after 240 days, his claim shall be considered as a disability claim.

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## **PROCEDURE:**

### **PROCESSING AND PAYMENT OF SSS SICKNESS BENEFIT**

1. Upon receipt of the duly accomplished Sickness Notification Form from the employee, the HR-Benefits Staff forwards the same to the Social Security System for approval of the number of days' sickness.
2. Based on the approved number of days' sickness from SSS, the HR-Benefits Staff determines the 12 months' salary credits preceding the semester of sickness and computes the total sickness benefits payable to the employee, as follows:
  - 2.1. Extracts from the HRPIS computerized system, the 12-months' salary credits;
  - 2.2. Selects the six (6) highest monthly salary credits within the last 12-months' salary credits and sums them up;
  - 2.3. 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;
  - 2.4. Multiplies the Average Daily Salary Credit by 90% to get the Daily Sickness Allowance; and
  - 2.5. Multiplies the Daily Sickness Allowance by the approved number of days' sick leave to get the Total Compensation Due.
3. 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.
4. The HR-Benefits Staff forwards the accomplished Sickness Reimbursement Application Form to the Chief Accountant for check preparation.
5. The Chief Accountant initiates request for the check issuance.
6. The HR-Benefits Staff submits the Sickness Reimbursement Application Form to SSS.



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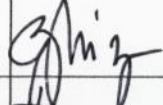
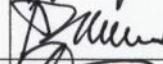
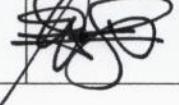
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## RECONCILIATION OF SSS REIMBURSEMENT CLAIM

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 forwards 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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