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	Effective Date:	12-30-2021
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	Department/Section:	Compensation and Benefits Section
	Document Title:	VACATION LEAVE

PURPOSE:

1. To recognize the need of the employees to take the time to rest, relax and revitalize for their physical, mental and emotional well-being and improve productivity and efficiency in their jobs.
2. To establish the standard procedures in the avilment of the Vacation Leave.

SCOPE:

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

PERSON RESPONSIBLE:


Employee, Immediate Supervisor/Department Head, HR Staff, HR-Benefits Staff, Compensation and Benefits Head, Payroll Head, Chief Accountant

GENERAL GUIDELINES:


- 1 Based on the Collective Bargaining Agreement, vacation leaves are non-cumulative and shall be availed of by the employee after at least one (1) year of continuous service from date of probationary employment in the HOSPITAL.
- 2 The number of days' vacation leave depending on the tenure, is as follows:

LENGTH OF SERVICE	NUMBER OF DAYS
1 year to 15 years	15 days
16 years to 20 years	17 days
21 years and above	20 days

- 3 Upon eligibility for vacation leave, the employee can avail of the benefit on a staggered or straight basis depending on the need of the employee and the schedule of the department. It is, therefore, necessary that all vacation leaves must be planned out for the year.

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- 4 All employees shall plan out their vacation leaves for the whole calendar year and submit to his immediate Supervisor or Department Head, the schedules of his staggered or straight vacation leaves; starting from January to December.
 - 4.1 The immediate Supervisor or Department Head shall evaluate and approve the planned staggered or straight vacation leaves of the employee and submit the consolidated schedule of vacation leaves to Human Resources Division.
 - 4.2 Regardless of the number of days' vacation leave benefit e.g. 15 days, 17 days or 20 days, five (5) days will be reserved as "Floater" for Emergency Leaves.
 - 4.3 For straight vacation leaves, the employee shall submit to HR, the Leave Authority Form at least 15 days prior to the scheduled leave duly signed and approved by the immediate Supervisor and Department Head.
 - 4.4 For staggered vacation leave, the employee shall file through Online Leaves Application in the Communicator System at least five (5) days before the scheduled vacation leave.
 - 4.5 The Immediate Head or Department Head approves the online application of the employee.
 - 4.6 HR Compensation and Benefits Staff approves the online filing approved by the Immediate Head or Department Head.
- 5 Regardless of the number of days' vacation leave entitlement (e.g. 15 days, 17 days or 20 days) the employee shall reserve five (5) days as "Floater" for emergency purposes.
- 6 If the reason for VL is emergency in nature for which the employee may not be in the position to file online ahead of schedule, the employee must inform his immediate head or Supervisor of the intended leave at least two (2) hours before his work schedule. Furthermore, the leave/s shall be charged to Vacation Leave (5 days Floater) and shall not require a 5-day prior notice.

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7 To serve as a guide, emergency in nature shall refer to the following cases and filing of leave shall be done online by the employee:

- 7.1 Death of immediate family member
- 7.2 Sickness and medical-related cases of immediate family member
- 7.3 Fortuitous event and/or Force Majeure (Acts of God)

8 Swapping option shall be allowed provided approved by the immediate Head.

9 Staggered vacation leave shall not be more than five (5) days; otherwise, it shall be considered as straight vacation leave.


10 The straight vacation leave is entitled to a cash advance payment to eligible employees on the following:

Applicable Period	Payment of the Cash Advance
1 st to 15 th day – Current Month	Payroll payout on the 22 nd of the previous month.
16 th to 30 th /31 st day – Current Month	Payroll payout on the 7 th of the current month.

11 For straight vacation leave, holidays occurring within the employee's inclusive vacation leave schedule shall be considered as part of the leave.

12 The minimum number of days for vacation leave shall be one (1) day; however, for Departments and Sections with reliever provisions, the minimum vacation leave is five (5) days.

13 Vacation leaves must be used up or availed of within one (1) year from anniversary date or date of probationary; otherwise, this benefit shall be forfeited as it is not cumulative. If the employee cannot use up the benefit within one (1) year due to exigency of work, the employee shall be given two (2)


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months to avail of his vacation leave balance, subject to the approval of the immediate Head.

- 14 In exceptional cases, vacation leave may be rescheduled to meet the needs of the employee; however, the Corporation reserves the right to disapprove, adjust or recall any approved vacation leave to suit the needs of the operation.
- 15 This policy supersedes all previously released communications, memoranda and circulars related to vacation leave.
- 16 The Floater shall be availed of as staggered vacation leave without the need of 5 days prior notice; provided, the reason for such a leave is emergency in nature, which is defined as follows:
 - 16.1 Death of an immediate family member;
 - 16.2 Sickness and medical-related cases of an immediate family member;
 - 16.3 Fortuitous event and/or Force Majeure (Acts of God).
- 17 The total number of days' vacation leave of an employee, the 5 days floater and the number of days required to be plotted, as follows:

Illustration:

	NO. OF DAYS' VACATION LEAVE		
No. of Days' VL	20	17	15
Less: Floater	(5)	(5)	(5)
No. of Days for Plotting	15	12	10

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18 The number of days' that need to be plotted as stated in Item 3, (e.g. 15 days, 12 day or 10 days) may be availed of on a staggered basis or by a straight method. This requires that the filing of application be done at least 5 days for staggered VL and 15 days for straight VL before the target date.

19 If these 5 – days floater are not utilized and/or totally consumed within the *availment period, the employee can still claim it on the **last month of the availment period and shall be treated as staggered vacation leave; subject to 5 – day prior notice.


Illustration:

Particulars	Period Covered	No. of Days VL
Date Hired	Feb. 1, 2014	none
Accruing Period (12 months from date of hire)	Feb. 1, 2014 to Jan. 31, 2015	15 days
* Availment Period	Feb. 1, 2015 to Jan. 31, 2016	
** Last Month of Availment for Floater	January 1 – 31, 2016	


20 If the floater or the balance thereof is not utilized during the last month of the availment period, the employee shall be given *** two (2) months extension to avail of such benefit.

Illustration:

Particulars	Period Covered	No. of Days VL
Date Hired	Feb. 1, 2014	none
Accruing Period (12 months from date of hire)	Feb. 1, 2014 to Jan. 31, 2015	15 days
Availment Period	Feb. 1, 2015 to Jan. 31, 2016	
*** 2 months Extension	Feb. 1 to March 31, 2016	


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- 21 Earned leaves during the accruing period shall not be used as Floater.
- 22 The provision for vacation leave floater shall form part of the Vacation Leave Policy.

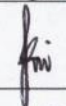

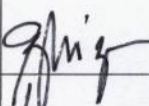
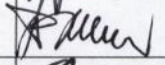

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PROCEDURE:

1. Each employee submits to his immediate Supervisor or Department Head the schedule of his staggered or straight vacation leaves for the whole year.
2. The immediate Supervisor or Department Head evaluates and approves the planned vacation leaves of the employee.
3. The immediate Supervisor submits the consolidated schedule of vacation leaves of his Section or Department to the Human Resources Division.
4. When the employee is about to go on staggered vacation, he/she applies through Online Leaves Application in the Communicator System duly approved by his immediate Supervisor or Department Head based on the required days. For employees is about to go on straight vacation leave, he/she must fill up two (2) copies of leave authority form duly signed by the Immediate Head or Department Head and submit to HR 15 days prior of the straight vacation leave.
5. The HR Staff approves the online leaves for staggered vacation leave.
6. In cases that the employee will cancel the approved leave filed online, the employee must send through Communicator to the HR-Compensation & Benefits Staff to cancel the filed leave and the reason of cancellation. The HR-Benefits Staff processes the Straight Vacation Leave for review and processing of payment by the Compensation Head.
7. The Payroll Head reviews and processes the payment of the cash advance for straight vacation leaves.

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	Department/Section:	Compensation and Benefits Section
	Document Title:	CLOTHING/UNIFORM OF EMPLOYEES

PURPOSE:

1. To enhance corporate identity by establishing a standard or official uniform for both medical and non-medical staff.
2. To develop a standard procedure in the availment and processing of RMCI clothing/uniform provision.

SCOPE:

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


PERSON RESPONSIBLE:

MANCOM, Corporate HR Officer, HR Benefits Staff, Employee, MMD Head, Compensation and Benefits Head, Payroll Head

GENERAL GUIDELINES:

ELIGIBILITY/APPLICABILITY

1. In reference to the Collective Bargaining Agreement, all permanent employees who have rendered at least one (1) year of continuous service from date hired as probationary shall receive Clothing/Uniform Allowance.
2. The Clothing/Uniform Allowance shall be given to eligible employees every first week of June of each year covered in the CBA; provided that there will be no more cash advances for uniform.
3. The all-in cost (labor and materials) of RMCI Uniform/clothing and RMCI pin shall be deducted from the Clothing/Uniform Allowance as provided by the Company. If the cost of the uniform is more than the clothing allowance, the amount shall be deducted from the employee's salary.

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4. The minimum order of employees' uniform/clothing shall be two (2) sets per employee; the remainder of the clothing allowance after deducting the cost of the uniform shall be paid to the employee.
5. Employees who are qualified for compulsory or normal retirement shall be entitled to the annual clothing allowance until the date of retirement.
6. Employees who have submitted their resignation with effectivity date from June 1 onward shall no longer be entitled for clothing allowance.
7. The Clothing/Uniform allowance is an employee's benefit given in advance covering June 1 of the current year to May 31 of the following year; and as a general rule, the proportionate amount of the Clothing/Uniform benefits shall be deducted from the employee's receivables upon resignation or separation from the Company. However, if the employee has rendered at least six (6) months of service before his resignation or separation, there shall be no pro-rated deduction.

STANDARD DESIGN, PURCHASING & DISTRIBUTION OF OFFICIAL UNIFORMS

- 1 The standard design, color and material of the official uniform and Wash-Day Shirt shall be approved by the Management Committee, thru the recommendation of the Corporate HR Officer.
- 2 The following functions shall be handled by the Materials Management Division:
 - 2.1 Canvasses the approved employees' uniform and Wash-Day Shirt from the accredited and/or eligible suppliers;
 - 2.2 Requests for Quotations (RFQ) from suppliers the all-in costs (labor and materials) per set of the uniform;
 - 2.3 Conducts bidding and awards the eligible supplier/s based on Purchasing policy; and