 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p> <p>B.S. Aquino Drive Bacolod City 6100</p>	DCN: HW – QP – 10
	REVISION NO: 00
	DATE EFFECTIVE: 01-01-09
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	SUBJECT: SICK LEAVE POLICY

PURPOSE

1. DPOTMH recognizes the need of its workers to take time off for scheduled health needs - illness or injury that prevents the performance of usual duties, medical and surgical appointments, and occasionally for unanticipated episodes of sickness.
2. The appropriate use and proper and prompt reporting of sick leave are essential to personnel management and adherence to work standards.

LEVEL

All DPOTMH & RC Personnel

RESPONSIBILITY

It is the responsibility of each employee's immediate supervisor, departmental officer and appointing authority or designated representative (Company Physician & Chief Resident) to validate and approve sick leave and to promptly and properly record and report this leave.


USE OF SICK LEAVE

An appointing authority may grant an eligible employee sick leave if the employee is absent for any of the following reasons:


1. Personal illness; Sick Call
2. Disability due to accident
3. Exposure to a contagious disease
4. Sickness due to pregnancy
5. Elective Surgery.

POLICY

1. DPOTMH grants fifteen (15) days sick leave every year with pay computed as follows:
 1. Every covered employee shall be granted five (5) working days sick leave with pay for each year of service. However, this privilege can only be available by an employee who has rendered at least one (1) year of continuous service.
 2. Every regular permanent employee shall be given an Incentive Health Bonus with pay not to exceed ten (10) days for each year. However, this privilege can only be availed by an employee who has rendered at least one (1) year of continuous service. This shall not be cumulative.

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2. Sick leave will be paid upon presentation of medical certificate duly signed by the Corporate Physician.
3. Request for sick leave based upon recommendation of family or private physicians shall not be granted without the approval of the Company Physician.
4. Work without clearance from Company Physician that an employee is fully capable of performing regular duty (fit to work) without impairing his / her health or those of his / her co - employees will not be paid.
5. Unused sick leave and Incentive Health Bonus shall be convertible to cash and be given during the employee's annual vacation leave. This privilege however is not cumulative.
 - 5.1 The computation of Unused Sick Leave and Incentive Health Bonus will be pro - rated which means that for every month or service, he/she is entitled to a 1.25 days/month or a total of fifteen (15) days a year.
 - 5.2 The CASH equivalent of the unused five (5) days Sick Leave and ten (10) days Incentive Health Bonus or whatever remains shall be given in full amount together with the employee's Annual Vacation Pay.
 - 5.3 The basis of computation is based on his / her current monthly rate.
6. An employee who foresees the need for a sick leave due to planned medical treatment for himself / herself must notify his / her immediate supervisor and the President in writing not less than fifteen (15) days in advance of the start date of the leave so the leave can be scheduled at a time least disruptive to DPOTMH's operations.
7. For unanticipated sickness, an employee shall notify his / her immediate Supervisor (for non - shifting / non - nursing personnel) or Head Nurse and Supervisor for Nursing Service Personnel.
8. An unanticipated Sick Call should be done at least two (2) hours prior to the scheduled shift or as soon as possible, when the reason for the sickness occurs less than two hours before scheduled to work.
9. If an emergency situation exists, the employee must indicate the nature of the situation and the expected length of absence to his / her immediate supervisor.
10. Unauthorized sick leave as validated by an immediate supervisor and Company Physician shall be considered Absence Without Official Leave (AWOL).

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11. Failure to provide proper notification of sick leave and any employee found to have abused his / her sick leave privileges may be subject to disciplinary action.
12. Non - compliance with this policy may be a basis for disciplinary action.

PROCEDURE


1. The employee secures one copy of medical certificate form from the OPD - ER. He / she consults with the authorized Corporate Physician during office hours, or the Chief Resident or the DEM Chairman, in his absence.
2. The Physician fills - in the medical certificate and advises the employee to go on sick leave. The Corporate Physician countersigns the medical certificate if it is issued by another doctor.
3. The Section / Department Head signs or initials on the medical certificate to note the sick leave schedule of the employee.
4. The employee submits the medical certificate to the Secretary of Nursing Services (if nursing personnel) or directly to the Personnel Department.
5. The Personnel Clerk receives the medical certificate and evaluates whether the sick leave is charged against the company sick leave or the SSS sick leave.

COMPANY CHARGE

1. The Personnel Clerk encodes the sick leave on the employee's record.
2. The computer output of the sick leave report together with the medical certificate will be submitted to the Accounting Clerk for validation.
3. The Accounting Clerk returns the validated medical certificate to Personnel Clerk for filing.

SSS CHARGE

1. The Personnel Clerk instructs the employee to complete the following requirements to be attached with the medical certificate:
 - 1.1 Accomplished SSS Notification Form (available at the Personnel Dept.)
 - 1.2 Photocopy of hospital records
 - 1.3 Photocopy of SSS digitized ID
 - Additional requirement for outpatient - surgical case / admitted employee:
 - 1.4 2 copies of duly accomplished PhilHealth forms to be submitted to PHIC (DPOTMH) office or Billing Section.
2. The Personnel Clerk encodes the sick leave form on the employee's file / record and processes the SSS sick leave for transmittal to the SSS office.

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3. The Personal Clerk forwards the SSS approved sickness notification form to the Accounting Department for computation and issuance of check.
4. The Accounting Clerk prepares the check voucher and forwards it to the Cashier.
5. The Cashier prepares and issues the check to the employee.
6. The Accounting Clerk prepares the transmittal of the SSS reimbursement and submits it to the Personnel Department for submission to the SSS office.
7. The Personnel Clerk receives the check / payment of SSS reimbursement and transmits it to the Accounting Department.

UPON EMPLOYEE'S RETURN TO DUTY

1. The employee requests for the retrieval of the medical certificate.
2. The Personnel clerk gives the medical certificate and instructs the employee to see his / her attending physician.
3. The Attending physician checks the employee's condition and issues a Fit - to - Work certificate.
 - 3.1 If attending physician is not the corporate physician, a certificate issued by the employee's attending physician needs to be verified and countersigned.
4. The employee presents the Fit - to - Work certificate to the Personnel Clerk.
5. The Personnel Clerk issues the employee's clearance.

DOCUMENTATION

1. DPOTMH Employee's Manual
2. DPOTMH Collective Bargaining Agreement
3. Medical Certificate from Authorized Company Physician
4. Clearance from Personnel

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