



DR. PABLO O. TORRE
MEMORIAL HOSPITAL

RIVERSIDE MEDICAL CENTER, INC.



METRO PACIFIC HEALTH
THE HEART OF FILIPINO HEALTHCARE

DEPARTMENT: Human Resources Division		POLICY NUMBER: DPOTMH-APP-ORGDV-P015 (01)	
TITLE/DESCRIPTION: WORK-LIFE BALANCE			
EFFECTIVE DATE: May 6, 2025	REVISION DUE: May 5, 2028	REPLACES NUMBER: N/A	NO. OF PAGES: 1 of 4
APPLIES TO: All Employees of the RMCI (DPOTMH, UK, MRCCC)		POLICY TYPE: Administrative	

PURPOSE:

This policy aims to promote and support a healthy work-life balance among the employees by recognizing the physically and emotionally demanding nature of healthcare work. The RMCI is committed to fostering a work environment that safeguards employee well-being, enhances job satisfaction, and ensures the delivery of high-quality patient care.

DEFINITIONS: N/A

RESPONSIBILITY:

Human Resources Division

POLICY:

1. The RMCI is committed to fostering a supportive and healthy work environment for the overall well-being, productivity, and retention of its employees.
2. To support the work-life balance of the employees, the following initiatives shall be implemented:
 - A. Work Schedule Management**
 1. The company shall ensure strict adherence to the standard 8-hour workday and 40-hour workweek according to the Labor Code of the Philippines, Article 83 of PD No. 442.
 2. Overtime work shall be kept to a minimum and compensated according to the law. Department Heads and Section Heads shall be responsible in managing the workload and staffing to minimize overtime.
 3. Employees shall be encouraged to strictly adhere to mandatory daily rest periods (e.g. meal breaks) and weekly rest days as prescribed by law.
 4. Clear protocols for On-Call duties shall be established to ensure fair distribution and appropriate compensation. (Please see DPOTMH-APP-COMP BEN-P008-(01) Policy on On-Call Duty Protocol)
 - B. Leave Benefits**
 1. To recognize the need of employees to take the time to rest, relax, and revitalize for their Physical, mental, and emotional well-being. Employees who have rendered at least one (1) year of continuous service shall be entitled to 15 days of Vacation Leave. (Please see DPOTMH-APP-COMP BEN-P001 (1) Company Leaves Benefit- Vacation Leave for the eligibility).





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C. Health and Wellness Programs

1. The RMCI, in coordination with the Labor-Management Cooperation, shall organize a Sportsfest to foster employee engagement.
2. The company shall ensure that mental and psycho-spiritual support are made available for RMCI employees for their overall well-being and to improve productivity and performance (Please see DPOTMH-APP-ORGDV-P009 (01) Mental Health Policy & DPOTMH-APP-HRD-P013-Availment of Psycho-spiritual services among employees of RMCI in times of pandemic, quarantine, death and dying, marital problems, stressful or traumatic experiences, and depression).

D. Supportive Work Environment

1. The company shall continuously provide a venue for appreciation and recognition for employees to foster a positive work culture and to enhance employee retention. Such programs have been implemented:
 - 1.1 Employees' Service Awards (Please refer to DPOTMH-APP-ER/LR-P001-(01) Policy on Employees' Service Awards)
 - 1.2 NSD Gold Awards (Refer to DPOTMH-D-48-P02: NSD Gold Awards Policy)
 - 1.3 Raffle Bonanza (Refer to DPOTMH-APP-ORGDV-P011:Raffle Bonanza Policy)
2. To support and engage employees, the following programs are held:
 - 2.1 Team Building Activities
 - 2.2 Summer Outing
 - 2.3 Employees' Day
 - 2.4 Sportsfest
 - 2.5 Founder's Day
 - 2.6 Valentine's Day Celebration
 - 2.7 Masskara Celebration
 - 2.8 Halloween
 - 2.9 Foundation Week
3. Annual Budget provision shall be provided for each plans and programs prior the implementation.





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PROCEDURE (SOP): N/A
WORK INSTRUCTION: N/A
WORK FLOW: N/A
FORMS: N/A
EQUIPMENT: N/A
REFERENCES: N/A





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