	<h1>Special leave benefit for Women</h1> <h2>Policies</h2>		<b>Document Number:</b>  2P-SS-05.03
	<b>Department:</b> Human Resource	<b>Effective Date:</b> January 22, 2020	<b>Revision No</b> 1

### Objective

To provide guidelines to all employees of F2 Logistics Philippines, Inc. and F2 Global Logistics, Inc. its affiliates, subsidiaries and related interests.

### Scope


All female employees regardless of age and civil status are entitled of two-month leave with full pay based on her gross monthly compensation provided she has complied with the following conditions:

1. She has undergone surgery due to gynecological disorders as certified by competent physician.
2. She has rendered continuous aggregate employment service of at least six (6) months for the last twelve (12) months prior to the surgery.
3. She has filed an application for special leave at least five (5) working days prior to actual date of leave.
4. She has submitted 'Admitting Order' from the physician who is to perform the surgery.

**DDC: This Document is already Approved and Posted on Intranet.**

*Please refer to printed files for signatures of approvers.*

**Any printed and saved copy of this document is considered uncontrolled**

	<h1 style="text-align: center;">Special leave benefit for Women</h1> <h2 style="text-align: center;">Policies</h2>		<b>Document Number:</b>  2P-SS-05.03
	<b>Department:</b> Human Resource	<b>Effective Date:</b> January 22, 2020	<b>Revision No</b> 1

Prior application shall not be necessary in cases requiring emergency surgical operations. Instead, the employee shall notify his/her supervisor or the Human Resources Management Office (HRMO) verbally or in writing within reasonable period of time. After the surgery or recuperation, the female employee must immediately file her application for special leave and submit a certified true copy of the following hospital records:

1. Fit-to-work certification from the physician
2. Operating room record (Operative technique or surgical memorandum)
3. Hospital abstract
4. Discharge summary
5. Histopath report

Gynecological Disorders refer to disorders that would require surgical procedures such as, but not limited to dilatation and curettage and those involving female reproductive organs such as the vagina, cervix, uterus, fallopian tubes, ovaries, breast, adnexa, and pelvic floor, as certified by a competent physician. Gynecological surgeries shall also include hysterectomy, ovariectomy, and mastectomy.

### Ownership

The Human Resource (HR) Manager is responsible for ensuring that this document is cascaded to all concerned personnel and that it reflects actual practice.

**DDC: This Document is already Approved and Posted on Intranet.**

*Please refer to printed files for signatures of approvers.*

**Any printed and saved copy of this document is considered uncontrolled**

	<h1>Special leave benefit for Women Policies</h1>		Document Number:  2P-SS-05.03
	Department: Human Resource	Effective Date: January 22, 2020	Revision No 1

## Implementation and Monitoring

Within the establishment, the implementation of the policy and program shall be monitored and evaluated periodically. The safety and health committee or its counterpart shall be tasked for this purpose.

**DDC: This Document is already Approved and Posted on Intranet.**

*Please refer to printed files for signatures of approvers.*

**Any printed and saved copy of this document is considered uncontrolled**