	<h1>Expanded Maternity Leave Benefit</h1> <h2>Policies and Procedures</h2>		Document Number: 2P-SS-05.08
	Department: Human Resource	Effective Date: January 22, 2020	Revision No 1

Objective

To provide guidelines for leave to all female employees of F2 Logistics Philippines Inc. and F2 Global Logistics Inc.

Scope

This policy covers all female employees of F2 Logistics Philippines Inc. and F2 Global Logistics Inc. whether married or unmarried.

Pursuant to the policy of RA No. 11210, an act increasing the maternity leave period to one hundred (105) days for female workers with an option to extend for an additional thirty (30) days without pay, and granting an additional fifteen (15) days for solo mothers, and for other purposes.

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.


Eligibility of Maternity Leave

To qualify or the grant of maternity leave benefit, the female employee must meet the following requirements:

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- a. She must have at least three (3) monthly contributions in the twelve-month period immediately preceding the semester of childbirth, miscarriage, or emergency termination of pregnancy.
- b. She shall have notified the company about the pregnancy and the probable date of her childbirth, which notice shall be transmitted to the SSS in accordance with the rules and regulations it may provide.

Grant of Maternity Leave

Employment of maternity leave cannot be deferred but should be availed of either before or after the actual period of delivery in a continuous and uninterrupted manner and such that:

1. Paid leave benefit granted to a qualified female employee for the duration of:
 - a. One Hundred Five (105) days for live childbirth, regardless of the mode of delivery, and an additional fifteen (15) days paid leave if the female employee qualifies as a solo parent under RA 8972 or the "Solo Parents' Welfare Act of 2000"; or
 - b. Sixty (60) days paid leave for miscarriage and emergency termination of pregnancy

Extended Expanded Maternity Leave


In case of live childbirth, an additional of maternity leave of thirty (30) days, without pay, can be availed of, at the option of the female employee, provided that the employer shall be given due notice.

Due notice to the employer must be in writing and must be given at least forty-five (45) days before the end of the female employee's maternity leave.

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However, no prior notice shall be necessary in the event of a medical emergency but subsequent notice shall be given to the employer.

Frequency of the Grant

Maternity leave shall be granted to a qualified female employee in every instance of pregnancy, miscarriage or emergency termination of pregnancy in regardless of frequency.

Grant of Maternity Leave Benefit after Termination of Employment

Maternity leave with full pay is granted even if the childbirth, miscarriage, or emergency termination pregnancy occurs not more than 15 calendar days after the termination of service, as her right thereto has already accrued.

Maternity Leave of a Female Employee with Pending Administrative Case

Maternity leave benefits shall still be enjoyed even if female employee has a pending administrative case

Salary Differential

Employer shall pay the salary differential between the full salary and the actual cash benefits received from the SSS if applicable which shall be computed as follows:

1. Compute the amount of full pay:


Full pay = monthly salary x maternity period in months

2. Ascertain the female employee's premium contribution share for social contributions covering the maternity period

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3. Determine the amount of SSS maternity leave benefit of the female employee based on the prescribed formula and computation by the SSS.
4. Deduct from the amount of full pay the total amount of employee's premium contribution share and SSS maternity leave benefit.

To illustrate, below is a sample computation:

Monthly Salary	Expanded maternity leave (105 days or 3.5 months)			Salary Differential
	Full Pay	Social welfare premium contributions	SSS maternity benefit	
PHP 14,006.75	PHP 49,023.63	PHP 2,984.07	PHP 49,000.00	-PHP 2,960.44
PHP 31,300.00	PHP 109,550.00	PHP 4,656.31	PHP 70,000.00	PHP 34,893.69

Allocation of Maternity Leave Credits


The female employee entitled to maternity leave benefits may, at her option, allocate up to seven (7) days of said benefits to the child's father. The female employee shall notify the employer of her option to allocate with her application for maternity leave. The father or alternate caregiver, as the case may be, shall notify the employer concerned of his or her avilment of the allocated leave and the inclusive dates therefore, the allocated benefit granted to the child's father under this law is over and above that which is provided under RA No.8187, or the Paternity Leave Act of 1996. In case of death, absence, or incapacity of the child's father, the female employee may allocate to an alternate caregiver who may be any of the following, upon the election of the mother taking into account the best interests of the child:

- a. A relative within the fourth degree of consanguinity; or

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- b. The current partner, regardless of sexual orientation or gender identity of the female employee sharing the same household.

In case the female employee avails of the option to allocate, the SSS shall pay her the amount of the maternity benefit corresponding to the period not allocated. As applicable, the father or, in his death, absence or incapacity the alternate caregiver shall be granted by his employer a leave with pay equivalent to a period from one (1) to seven (7) days. Allocated leave may be enjoyed either in a continuous or in an intermittent manner not later than the period of the maternity leave availed of.

Maternity Protection

1. Pregnant or nursing women shall not perform work that is detrimental to their health or that of their child.
2. The company recognizes the importance of breastfeeding for the nursing women. Please refer to HRD Policy- Breastfeeding Policy.
3. The company commits to have an equal opportunity and diverse workplace for pregnant and nursing women.
4. The company fosters a supportive environment for its employees and families, protect maternal safeguards and help employees care for their children.


Procedures for Availment of the Maternity Leave Benefit

1. At the earliest practicable time, the female employee should accomplish the "Maternity Notification" form and requirements which may be obtained from HR. This will be submitted to SSS to ensure that she can

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avail of the maternity benefits even in case of miscarriage. In the event, that the female employee will avail the allocation of benefit, female employee shall submit to employer the SSS Allocation of Maternity Leave Credits.

2. The employee should inform her immediate leader as soon as possible giving the approximate date of delivery so that necessary arrangements should be made prior to her maternity leave.
3. At least two weeks prior to effective date, female employee should email the HR department about her maternity leave to avail leave credits in the payroll system. Application for leave must be approved by her immediate leader prior to actual maternity leave.
4. Female employee should submit all the necessary requirements for the SSS reimbursement within sixty (60) days from the date of childbirth, and or emergency termination of pregnancy. A representative from the female employee may submit the accomplished requirements to HR department.
5. Female employee may only return to work after finishing her maternity leave availment dates.


Procedure for Availment of Allocation of Maternity Leave Credits

1. Male employee or alternate caregiver should submit an accomplished and received SSS Allocation of Maternity Leave Credits Form from her female partner to HR department.
2. The allocated benefit granted to the child's father or alternate caregiver under this law is over and above that which is provided under RA No.8187, or the Paternity Leave Act of 1996.

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Responsibility

The employee is responsible for:

1. Reading and understanding this policy on Expanded Maternity Leave Benefit
2. Complying with the Maternity Leave Benefit policy
3. Providing supporting documentation if requested
4. Filing of "SSS Maternity Notification" form, "Application of Leave of Absence: and "SSS Maternity Reimbursement" form
5. Coordinating usage of Maternity Leave Benefit with immediate leader

The immediate leader is responsible for:

1. Reading and understanding this policy on Maternity Leave Benefit
2. Ensuring timely and approval of Maternity Leave Benefit

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