	<h1>Solo Parent Leave</h1> <h2>Policies and Procedures</h2>		<b>Document Number:</b>  2P-SS-05.13
	<b>Department:</b> Human Resource	<b>Effective Date:</b> January 22, 2019	<b>Revision No</b> 1

### Objective

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

### Scope


This policy covers any solo parent or individual who is left alone with the responsibility of parenthood due to:

- a. Giving birth as a result of rape or, as used by the law, other crimes against chastity;
- b. Death of spouse;
- c. Spouse is detained or is serving sentence for criminal conviction for at least one (1) year;
- d. Physical and/or mental incapacity of spouse as certified by a public medical practitioner;
- e. Legal separation or de facto separation from spouse for at least one (1) year: provided that he/she is entrusted with the custody of the children;
- f. Declaration of nullity or annulment of marriage as decreed by a court or by a church: provided, that he/she is entrusted with the custody of the children;
- g. Abandonment of spouse for at least one (1) year;
- h. Unmarried father/mother who has preferred to keep and rear his/her child/children, instead of having others care for them or give them up to a welfare institution;
- i. Any other person who solely provides parental care and support to a child or children: provided, that he/she is duly licensed as a foster parent by the Department of Social Welfare and Development (DSWD) or duly appointed legal guardian by the court; and

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- j. Any family member who assumes the responsibility of head of family as a result of the death, abandonment, disappearance, or prolonged absence of the parents or solo parent: provided, that such abandonment, disappearance, or prolonged absence lasts for at least one (1) year.

## 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.


## Definition of Terms

- a. “Parental leave” shall mean leave benefits granted to a solo parent to enable him/her to perform parental duties and responsibilities where physical presence is required.
- b. “Child” refers to a person living with and dependent on the solo parent for support. He/she is unmarried, unemployed, and below eighteen (18) years of age, or even eighteen (18) years old and above but incapable of self-support because he/she is mentally and/or physically-challenged.

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## Policies

### A. The Parental Leave Benefit

The parental leave, in addition to leave privileges under existing laws, shall be for seven (7) work days every year, with full pay, consisting of basic salary and mandatory allowances fixed by the Regional Wage Board, if any, provided that his/her pay shall not be less than the mandated minimum wage.

### B. Conditions for Entitlement

A solo parent employee shall be entitled to the parental leave, provided that:

1. He/she has rendered at least one (1) year of service, whether continuous or broken;
2. He/she has notified his/her employer that he/she will avail himself/herself of it, within a reasonable period of time; and
3. He/she has presented to his/her employer a Solo Parent Identification Card, which may be obtained from the DSWD office of the city or municipality where he/she resides.


### C. Non-conversion to Cash

In the event that the parental leave is not availed of, it shall not be convertible to cash, unless specifically agreed on previously.

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### D. Termination of Benefit

A change in the status or circumstances of the parent claiming the benefit under the law, such that he/she is no longer left alone with the responsibility of parenthood, shall terminate his/her eligibility for this benefit.

### E. Protection against Work Discrimination

No employer shall discriminate against any solo parent employee with respect to terms and conditions of employment on account of his/her being a solo parent.

### Responsibility

a. The employee is responsible for:

1. Reading and understanding this policy on Solo Parent Leave Benefit
2. Complying with the Solo Parent Leave Benefit policy
3. Providing supporting documentation if requested
4. Filing of "Application of Leave of Absence"
5. Coordinating usage of Solo Parent Leave Benefit with immediate leader


b. The immediate leader is responsible for:

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

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c. The Human Resources Department is responsible for:

1. Cascading Solo Parent Leave Benefit to respective SBU

### Distribution

Officers, Team Leaders, Unit Leaders, HR Partners

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