

## Objective

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

## Scope

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

## Policy

1. A leave of 60 days care of SSS is granted to pregnant female employee in case of normal delivery or miscarriage; or 78 days in case of Caesarean section delivery, with benefits equivalent to one hundred percent (100%) of the average daily salary credit of the employee.
2. In accordance with SSS policies, the maternity shall be paid only the first four (4) complete deliveries.

## Procedure

- At the earliest practicable time, the female employee should accomplish the "Maternity Notification" form which may be obtained from HR. This will be submitted to SSS to ensure that she can avail of the maternity benefits even in case o miscarriages.
- 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.
- At least two weeks prior to effective date, "Application of Leave of Absence" form must be accomplished. Note: A Philhealth form must be secured to avail of benefits.
  - Normal Delivery
    - Medical Certificate issued by attending Physician
    - Birth Certificate of the child issued by the Local Civil Registry
  - Caesarean Section Delivery
    - Medical Certificate issued by attending physician
    - Birth Certificate of the child issued by the Local Civil Registry (for SSS)

Prepared by:

Noted by:

Approved by:

**Lizzie O. Magat**

HR Manager

**Chabio T. Sison**

SVP-Shared Services  
CFO/CRO

**Efren E. Uy**

President & CEO

- SSS Sickness Notification to be accomplished by Attending Physician (Part II – Medical Certificate)
- Photocopy of operating room record from the hospital
- Miscarriage – Medical Certificate

## Maternity Leave Benefit

This is a daily cash allowance granted to a female member who temporarily stops working due to childbirth or miscarriage, provided her employer has paid at least three (3) monthly contributions within the one-year period immediately before the semester of the delivery or miscarriage. The female member must have given the required notification to SSS thru her employer.

The maternity leave benefit, like other benefits granted by SSS, is granted to employees in lieu of the wages. Thus, this may not be included in computing the employee's thirteenth-month (13<sup>th</sup>) pay for the calendar year.

## Responsibility

The employee is responsible for:

- Reading and understanding this policy on Maternity Leave Benefit
- Complying with the Maternity Leave Benefit policy
- Providing supporting documentation if requested
- Filing of “SSS Maternity Notification” form and “Application of Leave of Absence”
- Coordinating usage of Maternity Leave Benefit with immediate leader

The immediate leader is responsible for:

- Reading and understanding this policy on Maternity Leave Benefit
- Ensuring timely and approval of Maternity Leave Benefit

The Human Resources Department is responsible for:

- Cascading Maternity Leave Benefit to respective SBU

## Distribution

Officers, Team Leaders, Unit Leaders, HR Partners

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**Ownership**

The HR Services is responsible in ensuring that this document is necessary and it reflects actual practice.

The Human Resources Department is also responsible revising this policy when appropriate.

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