

Objective

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

Scope

This policy covers all married male employees of F2 Logistics Philippines, Inc regardless of their employment status (e.g., probationary, regular, contractual, project basis).

Policy

1. The paternity leave shall be apply to the first four (4) deliveries of the employee's lawful wife with whom he is cohabiting. For this purpose, "cohabiting" means the obligation of the husband and wife to life together.
2. If the spouses are not physically living together because of the workstation or occupation, the male employees is still entitled to the paternity leave benefit.
3. The paternity leave shall be for seven (7) calendar days, with full pay, consisting of basic salary and mandatory allowances fixed by the Regional Wage Board, if any, provided that his pay shall not be less than the mandated minimum wage.
4. Usage of paternity leave shall be after the delivery.
5. He has met the following conditions:
 - He is employed at the time of delivery of his child
 - He has notified his employer of the pregnancy of the wife and her expected date of delivery
 - Hi s wife has given birth or suffered miscarriage or an abortion
 - He is cohabiting with his wife at the time she gives birth or suffers miscarriage
6. Based on RA 8187

Prepared by:

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Noted by:

Chabio T. Sison
SVP-Shared Services
CFO/CRO

Approved by:

Efren E. Uy
President & CEO

Responsibility

The employee is responsible for:

- Reading and understanding this policy on Paternity Leave Benefit
- Complying with the Paternity Leave Benefit policy
- Providing supporting documentation if requested
- Filing of "Application of Leave of Absence"
- Coordinating usage of Paternity Leave Benefit with immediate leader

The immediate leader is responsible for:

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

The Human Resources Department is responsible for:

- Cascading Paternity Leave Benefit to respective SBU

Distribution

Officers, Team Leaders, Unit Leaders, HR Partners

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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