

Objective

To provide guidelines in administering and availing of Sick Leave(SL) in the company

Scope

This policy covers all regular employees of F2 Logistics Philippines Inc.

Definition

Sick Leave is a time off from work, paid or unpaid, of an employee's temporary inability to perform duties because of sickness or disability.

Process Owner

Human Resources Department

Policy

Usage of SL Credits

1. Upon regularization, employee shall accrue SL credits at 1.25 per month or 15 days per year.
2. Sick Leave credits shall only be used for absences due to employee's sickness, hospitalization and medical related matters.
3. A medical certification from a licensed physician shall be required for sick leave more than two (2) days, otherwise, SL shall be deducted from subsequent payroll.
4. An employee shall only be allowed to use SL credits in advance (planned SL) for valid reasons: e.g. scheduled consultation, treatment, confinement and the like.

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5. For employees who already used SL credits in advance but to be separated from the company, the equivalent value of used but unearned SL credits shall be deducted from employee's last payment.
6. If the employee's last payment is insufficient to cover all deductibles including used but unearned SL credits, the company shall require the employee to pay due amount in cash.

Unused SL

1. An unused SL credit can be accumulated at the maximum of twenty (20) days.

SL Application

1. Sick Leave shall be filed manually thru "Application for Leave of Absence" Form.
2. Leaders shall approve SL Applications thru "Application for Leave of Absence" Form.
3. "Application for Leave of Absence" Form shall be accomplished in two (2) copies:
Employee & HR copy.
4. Application for SL should be filed within three (3) days (business day) from the date of actual leave.
5. Planned SL shall be filed in advance, at least 3 days (business day) prior the actual leave.
6. Late filing of SL shall be credited to the next payroll date.

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7. SL application with different calendar year should be filed separately:

Example:

Leave of absence is from December 25, 2011 to January 5, 2012.

Employee must accomplish 2 leave applications:

1. December 25 to 31, 2011
2. January 1 to 5, 2012

Pro-rated SL Credits

1. SL credits result from regularization date other than the beginning of the year. (e.g. January) and of a separation date other than end of the year (e.g. December 31). The computation of SL Credits shall be as follows:

Example 1:

Employee's regularization	: June 16, 2011
SL entitlement	: 15 days annually
Determine period of SL accrual	: June 16 - Dec 31, 2011
Transpose accrual period to months	: 198 days/365 days x 12 mos.
	= 6.51 months
Determine pro-rated SL credits	: 15 days/12 mos.x 6.51 mos
	= 8.13 days

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Example 2:

Computation of SL Credits based on separation date:

Employee's regularization : January 1, 2008

Resignation date: : June 5, 2008

SL entitlement: : 15 days annually

Determine period of SL accrual: : Jan 1 - Jun 5, 2008 (156 days)

Transpose accrual period to months : 156 days/365 days x 12 mos.

= 5.13 months

Determine pro-rated SL credits : 15 days/12 mos x 5.13 mos

= 6.41 days

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Responsibility

The employee is responsible for:

- Reading and understanding this policy on Sick Leave
- Complying with this policy on Sick Leave
- Using Sick Leave credits properly and timely
- Coordinating usage of Sick Leave credits with immediate leader

The immediate leader is responsible for:

- Reading and understanding this policy on Sick Leave
- Ensuring timely and accurate approval of Sick Leave

The Human Resources Department is responsible for:

- Cascading Sick Leave policy to respective SBU
- Monitoring leave credits of employee

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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