

## Objective

To provide information and guidelines to all employees of F2 Logistics Philippines, Inc.

## Scope

All female employees regardless of age and civil status are entitled of two-month leave with full pay based on her gross monthly compensation provided she has complied with the following conditions:

1. She has undergone surgery due to gynecological disorders as certified by competent physician.
2. She has rendered continuous aggregate employment service of at least six (6) months for the last twelve (12) months prior to the surgery.
3. She has filed an application for special leave at least five (5) working days prior to actual date of leave.
4. She has submitted 'Admitting Order' from the physician who is to perform the surgery.

Prior application shall not be necessary in cases requiring emergency surgical operations. Instead, the employee shall notify his/her supervisor or the Human Resources Management Office (HRMO) verbally or in writing within reasonable period of time. After the surgery or recuperation, the female employee must immediately file her application for special leave and submit a certified true copy of the following hospital records:

1. Fit-to-work certification from the physician
2. Operating room record (Operative technique or surgical memorandum)
3. Hospital abstract
4. Discharge summary
5. Histopath report

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Gynecological Disorders refer to disorders that would require surgical procedures such as, but not limited to dilatation and curettage and those involving female reproductive organs such as the vagina, cervix, uterus, fallopian tubes, ovaries, breast, adnexa and pelvic floor, as certified by a competent physician. Gynecological surgeries shall also include hysterectomy, ovariectomy, and mastectomy.

## Implementation and Monitoring

Within the establishment, the implementation of the policy and program shall be monitored and evaluated periodically. The safety and health committee or its counterpart shall be tasked for this purpose.

## Effectivity

This Policy shall take effect immediately and shall be made known to all employees.

## Distribution

Officers, Team Leaders, Unit Leaders, Team Members, 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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