

# HR Policies

## Policy on Absences & Leave Availment (Sept 22, 2014)

### POLICY ON ABSENCES & LEAVE AVAILMENT (SEPT 22, 2014)

**To : ALL CONCERNED**

**FROM : HR Department**

**SUBJECT: Policy on Absences and Leave Availment**

**DATE : 22 September 2014**

1. Every regular employee who has been hired on or before 01 October 2013 shall be entitled to Leave of Absence in a year as follows:

LEAVE WITH PAY		
The availment and/ or commutation of this benefit shall be on a pro-rated and accrual bases		
TYPE	NO. OF DAYS	REMARKS
<i>Vacation Leave</i>	10	<i>Not commutable to its money equivalent at the end of the year and not to be carried over the next year/ forfeited.</i>
<i>Sick Leave</i>	10	<i>Commutable to its money equivalent at the end of the year if unused.</i>

Regular employees however hired after 01 October 2013 shall be entitled to the above Leave of Absence with pay in a year but on a pro-rated basis as follows:

1.	<i>Vacation Leave</i>	<i>= 10 VL / 12 months X 3 remaining months of the year</i>	<i>= 2.49</i>
2.	<i>Sick Leave</i>	<i>= 10 SL / 12 months X 3 remaining months of the year</i>	<i>= 2.49</i>
<b>TOTAL PRO-RATED VL &amp; SL</b>			<b>5</b>

LEAVE WITHOUT PAY	
The availment of this benefit shall only be allowed after consuming the 10 VL with pay in a year	
15 DAYS	<i>Vacation within the country/ review and/ or exams for purposes of personal upgrading duly approved by the management.</i>
<i>Compassionate Leave</i>	<i>9 Days-- Due to death of an Immediate family member.</i>
	<i>3 Days-- Due to death of a mediate family member.</i>
The availment of this benefit shall only be allowed after consuming the 10 SL with pay in a year	
<i>Variable</i>	<i>Sick leave duly evidenced by a doctor's medical certificate</i>

2. Further, a regular employee may only earn and accrue a maximum of .83 VL and .83 SL in a month as follows which he/ she may only avail/ apply accordingly:

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End of the Month	VL	SL
<i>January</i>	<i>.83</i>	<i>.83</i>
<i>February</i>	<i>1.66</i>	<i>1.66</i>
<i>Onwards</i>	<i>Plus .83</i>	<i>Plus .83</i>

3. Absence is the status of being physically away from working places/ station and/ or company premises whether whole-day, half-day (4 hours) or undertime (starting 2 hours before off-duty).

Unnecessary and unauthorized absences must be avoided. If deemed necessary, employees must comply "ON TIME" with our existing guidelines on leave of absences whether with pay or without pay.

4. Any unexcused/ unauthorized absences shall be considered as absence without official leave (AWOL). They will not be allowed to be charged against leave credits with pay and subject to salary deductions on the immediate pay/ payroll period.

It will be considered as an abandonment of work if the absences without official leave (AWOL) are continuous for at least five (5) working days.

5. In addition to loss of pay for the duration of such absence, the erring personnel shall be meted with disciplinary/ corrective actions below:

## 5.1. Anticipated Absences

Prior approval of the Superior concerned must be secured in advance on a duly accomplished leave of absence form.

Filing of leave notification/ availment to HR Department should be according to the schedule below irrespective of the circumstances:

1 to 2 days : 2 working days in advance

3 days & above : 5 working days in advance

5.2. Emergency Absences (Those caused by serious illness, death of a family member, calamities directly affecting the personnel and compelling reasons subject to the Immediate Superior's approval)

The Human Resource & Administration Office together with the Immediate Superior must be informed either through the telephone, telegram or intermediary not later than two (2) hours before the start of the personnel's work schedule on the day of his/ her absence.

Upon return to work or first working day, the leave of absence form must be completely accomplished, signed by the Immediate Superior and received by the HR Department for the absence to be considered approved and filed.

Absences due to illness for two (2) days or more shall be subject to house visits and shall require submission of medical certificate.

5.3. Extensions (Absences beyond the day/s approved or reported to be emergency but incurred due to compelling reasons.)

The Human Resource & Administration Office together with the Immediate Superior must similarly be informed either through the telephone, telegram or intermediary

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not later than two (2) hours before the start of the personnel's work schedule on the day of his/ her extended absence.

The leave of absence form more so must be completely accomplished, signed by the aforementioned authorities for the absence to be considered approved and filed, upon return to work.

1 DAY OF AWOL WITH OR WITHOUT NOTIFICATION	
GRADATION OFFENSE	DISCIPLINARY ACTION
1st Offense	Verbal warning & reprimand
2nd Offense	Written warning & reprimand
3rd Offense	Suspension for 1 - 5 working days
4th Offense	Termination/ Dismissal

2-3 DAYS OF AWOL WITH OR WITHOUT NOTIFICATION/ CONSECUTIVE OR NOT	
GRADATION OFFENSE	DISCIPLINARY ACTION
1st Offense	Written warning & reprimand
2nd Offense	Suspension for 6 - 10 working days
3rd Offense	Termination/ Dismissal

4 DAYS OF AWOL WITH OR WITHOUT NOTIFICATION/ CONSECUTIVE OR NOT	
GRADATION OFFENSE	DISCIPLINARY ACTION
1st Offense	Suspension for 11-15 working days
2nd Offense	Termination/ Dismissal

5 DAYS OF NOT CONSECUTIVE AWOL WITH OR WITHOUT NOTIFICATION	
GRADATION OFFENSE	DISCIPLINARY ACTION
1st Offense	Suspension for 16-20 working days
2nd Offense	Termination/ Dismissal

FOR TERMINATION ON THE 1st OFFENSE	
1	5 DAYS OF CONSECUTIVE AWOL WITH OR WITHOUT NOTIFICATION
2	6 - ABOVE DAYS OF AWOL WITH OR WITHOUT NOTIFICATION/ CONSECUTIVE OR NOT

6. This policy and the use of the attached revised Leave Form shall take effect on 01 October 2014.

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