

POLICY ON MATERNITY LEAVE

Policy Statements

1. Every pregnant associate, whether married or unmarried, shall be entitled to maternity leave.
2. A female associate, regardless of employment status, but is a qualified member of the Social Security System (SSS), shall be entitled to a 105-days (normal or Caesarian delivery) maternity leave, with benefits equivalent to 100% of the average daily salary credit of the associate as defined under Social Security Law.
3. In case of miscarriage, the associate shall be entitled to sixty (60) days maternity leave.
4. The female associate shall notify PODO of her option to allocate seven (7) days maternity leave to the father of the child or a designated alternate caregiver.
5. The female associate has the option to extend her maternity leave up to a maximum of thirty (30) days without pay in case of live child birth. The concerned associate shall notify PODO of this option thirty (30) days before end of leave.
6. During her maternity leave, the female associate shall be paid an allowance equivalent to her average monthly salary credit for 105-days. This allowance shall be advanced by the College, subject to reimbursement from the SSS.
7. Upon return to work, the female associate shall submit a copy of Birth Certificate of child/ children to PODO-Talent Management Development Unit. Refer to a separate policy re: SSS Health Related Benefits.
8. Any defraud found to have been committed by the associate applying for such benefit shall be meted out with corresponding disciplinary action based on the existing Code of Conduct.
9. The release of the SSS Maternity Leave benefit shall follow the internal process and guidelines.

Rationale, Scope and Objectives

The College shall protect and uphold the dignity and self-esteem of every member of the community in compliance to the Philippine HIV and AIDS Policy Act.

This policy covers all female associates of Benilde.

This policy aims to establish policies to be implemented in the entitlement and availment of maternity leaves of associates.

Important Notes:

Maternity leave is a leave benefit for a female member of the SSS who has paid at least three (3) monthly contributions in the 12-month period immediately preceding her childbirth or miscarriage.

For more details see the draft document in the link below:

[Policy on Maternity Leave](#)