

POLICY ON PATERNITY LEAVE

Policy Statements

1. Paternity leave shall be granted to all legally-married male associates who is co-habiting with his wife, the purpose of which is to allow the husband to lend support to his wife during the period of recovery and/or in the nursing of his wife's newborn child.
2. Any male associate, regardless of employment status, whose legally married wife gives birth or suffers miscarriage or abortion (up to 4 deliveries only), shall be entitled to seven (7) days paternity leave (PL).
3. Paternity Leave may be availed of either before, after, or on the date the associate's wife gives birth, or suffers a miscarriage or abortion, but not later than sixty (60) days from date of such delivery.
4. The associate shall have officially informed People and Organization Development Office (PODO) about the pregnancy of his wife before his application for PL availment. This prior notification shall be filed within reasonable time after learning of such pregnancy.
 - 4.1. The associate shall file a Paternity Notification Memo with an attached Doctor's Certification that the wife is pregnant.
 - 4.2. The abovementioned prior notification may not be required in emergency cases involving miscarriage or abortion, especially if these occur during the first stages of pregnancy.
5. Upon return to work, the associate shall submit Marriage Contract (as needed) together with Certificate of Live Birth to PODO. A Doctor's Certificate shall be required involving occurrence of miscarriage or abortion.
6. Paternity Leave may be availed of on a "straight" or "staggered" basis within sixty (60) days from child birth, excluding from the count any paid holiday and/or scheduled rest day. This shall, however, be non-convertible to cash if not availed of by the entitled associate.

7. 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.

Rationale, Scope and Objectives

The College standardizes the policies on paternity leave of its male associates.

This policy covers all legally-married male associates

This policy aims to establish policies to be implemented in the entitlement and availment of paternity leave of male associates.

Important Notes:

In cases wherein the wife of the concerned male associate allocates an additional seven (7) days leave credits, the concerned male associate may avail of the additional seven (7) days leave with pay, which may be availed of on a straight or staggered basis within sixty (60) days from childbirth.

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

[Policy on Paternity Leave](#)