

	GENERAL POLICY (GP) LEAVE POLICY	Document No.: COR-HR-POL-04-001	Revision No.: 003
		Effective Date:	Page 1 of 11

REVISION HISTORY			
REVISION NO.	EFFECTIVE DATE	ORIGINATOR	DESCRIPTION OF CHANGE
003	June 01, 2023 January 01, 2024	SS Ibarrola	Added provisions for Self-Love Leave Extend availment of carry-over vacation leave credits from March to April of the following year.
002	January 01, 2022	JO Cabilla	Inclusion of Solo Parent Leave, Special Leave for Women and Leave for Violence Against Women and their Children. Clarification on the use of Emergency Leave Revision of Bereavement Leave to indicate availment per death of family member and update on Maternity Leave based on Republic Act No. 11210 which is otherwise known as the "105-Day Expanded Maternity Leave Law"
001	December 15, 2010	MV Pagarigan	Transfer of Leave Policy to new template; Clarification and inclusion of some guidelines based on Nutri-Asia, Inc.'s practices
000	May 1, 2009	HR Team	Initial release under Compensation and Benefit Policy

REVIEWER/S: EC Corpus, Jr. – HR Group Head SD Virador – TQM Group Head MA Lardizabal – Chief Finance Officer	APPROVER/S: ANGIE G. FLAMINIANO President & COO GENARO D. REYES Treasurer/ Director
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	GENERAL POLICY (GP) LEAVE POLICY	Document No.: COR-HR-POL-04-001	Revision No.: 003
		Effective Date:	Page 2 of 11

1.0 Policy Statement

Nutri-Asia, Inc. acknowledges the needs of the employees for time away from work for different reasons. Thus, the Company grants leaves to its employees to provide periods of time necessary to attend to their needs without loss of pay or benefit.

2.0 Definition of Terms

2.1 **Co-habiting** refers to an arrangement whereby two people decide to live together on a long term or permanent basis.

2.2 **Solo Parent** refers to individual who falls under any of the following categories, as defined under Solo Parents' Welfare Act of 2000 (Republic Act No. 8972) :

- 2.2.1 A woman who gives birth as a result of rape and other crimes against chastity even without a final conviction of the offender. Provided that the mother keeps and raises the child;
- 2.2.2 Parent left solo or alone with the responsibility of parenthood due to death of spouse;
- 2.2.3 Parent left solo or alone with the responsibility of parenthood while the spouse is detained or is serving sentence for a criminal conviction for at least one (1) year;
- 2.2.4 Parent left solo or alone with the responsibility of parenthood due to physical and/or mental incapacity of spouse as certified by a public medical practitioner;
- 2.2.5 Parent left solo or alone with the responsibility of parenthood due to legal separation or *de facto* separation from spouse for at least one (1) year, as long as he/she is entrusted with the custody of the child/children;
- 2.2.6 Parent left solo or alone with the responsibility of the parenthoond due to declaration of nullity or annulment of marriage as decreed by a court or by a church as long as he/she is entrusted with the custody of the child/children;
- 2.2.7 Unmarried mother/father who has preferred to keep and rear her/his child/children instead of having others care for them or give them up to a welfare institution;
- 2.2.8 Parent left solo or alone with the responsibility of parenthood due to abandonment of spouse for at least one (1) year;
- 2.2.9 Any other person who solely provides parental care and support to a child/children;

	GENERAL POLICY (GP) LEAVE POLICY	Document No.: COR-HR-POL-04-001	Revision No.: 003
		Effective Date:	Page 3 of 11

2.2.10 Any family member who assumes the responsibility of head of family as a result of the death, abandonment, disappearance or prolonged absence of the parents or solo parent.

2.3 **Child/Children** refers to those living with and dependent upon the solo parent for support who are unmarried, unemployed and not more than eighteen (18) years of age, or even over eighteen (18) years but are incapable of self-support because of mental and/or physical defect/disability.

2.4 **Violence Against Women and Their Children** refers to any act or series of acts committed by any person against a woman who is his wife, former wife, or against a woman with whom the person has or had a sexual or dating relationship, or with whom he has a common child, or against her child whether legitimate or illegitimate, within or without the family abode, which result in or is likely to result in physical, sexual, psychological harm or suffering, or economic abuse including threats of such acts, battery, assault, coercion, harassment or arbitrary deprivation of liberty. For more detailed examples, please refer to Republic Act No.9262.

3.0 Policy Authority

Enactment of the policy shall be under the direction of the President and Chief Operating Officer; Full implementation rests on Human Resources Group.

4.0 Detailed Policy Statement

4.1 Eligibility

- 4.1.1 **Vacation Leave (VL) and Sick Leave (SL):** Regular employees who have rendered at least 6 months of continuous service with Nutri-Asia, Inc.
- 4.1.2 **Emergency Leave (EL), Bereavement Leave (BL), Birthday Leave (BiL), Self-Love Leave (SLL):** Regular employees of Nutri-Asia, Inc., regardless of tenure.
- 4.1.3 **Paternity Leave (PL):** Both probationary and regular MALE employees of Nutri-Asia, Inc., regardless of tenure.
- 4.1.4 **Maternity Leave (ML):** Both probationary and regular FEMALE employees of Nutri-Asia, Inc., regardless of tenure, provided that employee has at least three (3) monthly contributions to SSS within the twelve (12) months preceding the semester of child birth or miscarriage.
- 4.1.5 **Parental Leave for Solo Parents (PLSP):** Regular employees who have rendered at least one (1) year of continuous service with Nutri-Asia, Inc.; who are solo parents as defined under RA

	GENERAL POLICY (GP) LEAVE POLICY	Document No.: COR-HR-POL-04-001	Revision No.: 003
		Effective Date:	Page 4 of 11

8972 and has the necessary Solo Parent Identification Card, which may be obtained from DSWD office of the municipality.

- 4.1.6 **Leave for Violence Against Women and their Children (LVAWC):** Both probationary and regular FEMALE employees of Nutri-Asia, Inc., regardless of tenure and who are victims of violence as defined in RA 9262.
- 4.1.7 **Special Leave for Women (SLW):** Employees of Nutri-Asia, Inc. who have rendered at least six (6) months continuous aggregate employment service for the last twelve (12) months prior to surgery, regardless of age & civil status.

4.2 Vacation Leave (VL)

- 4.2.1 Nutri-Asia, Inc. grants 15 work days paid VL annually to all eligible employees primarily to be spent for rest and relaxation away from work. All eligible employees are strongly encouraged to take annual vacations. VL credit may also be used to cover days that the employee have to be away from work to attend to personal obligations not covered by the other leave benefits.
- 4.2.2 VL credit of one point twenty-five (1.25) days per month of service shall be accrued from January to December of each year. This shall be the VL credit used for the current year.
- 4.2.3 New hires shall be given pro-rated number of VL credits calculated from the the end of sixth (6th) month of continuous service with Nutri-Asia, Inc. up to December of the current calendar year.
- 4.2.4 Employees have up until April 30 of the succeeding year to consume VL credits for the current year. VL is non-encashable and non-cumulative. Any unused VL of the current year as of May 01 of the succeeding year shall be forfeited.
- 4.2.5 An employee must have the prior approval of his/her Immediate Superior/Manager before VL may be taken. The application for VL must be applied in advance (at least 3 working days prior for short days of leave and at least a month prior for pro-longed leave of 10 days or more). Failure to do so may subject employee to non-payment of his/ her salary for the leave period.
- 4.2.6 Approved VL application must be submitted to the Human Resources for recording.
- 4.2.7 Unused VL credit for the current year of separated employees shall be converted to cash and this shall be included in the final pay. Carried over VL credits shall be excluded from the cash conversion.

	GENERAL POLICY (GP) LEAVE POLICY	Document No.: COR-HR-POL-04-001	Revision No.: 003
		Effective Date:	Page 5 of 11

4.3 Sick Leave (SL)

- 4.3.1 Nutri-Asia, Inc. grants eligible employees paid SL of fifteen (15) work days annually to allow them to rest and recuperate from an illness or injury.
- 4.3.2 SL credit of one point twenty-five (1.25) days per month of service shall be accrued from January to December of each year.
- 4.3.3 New hires shall be given pro-rated number of SL credits calculated from the the end of sixth (6th) month of continuous service with Nutri-Asia, Inc. up to December of the current calendar year.
- 4.3.4 At the end of the calendar year, maximum of ten (10) working days of unused SL is automatically banked. Any excess shall be converted to cash using the current salary of the employee during SL conversion to cash in January of the following year.
- 4.3.5 A “fit to work” clearance from the company clinic for plant-based employees (while for Head Office-based employees from the employee’s attending physician) must be secured and presented to the Immediate Superior/Manager and Human Resources prior to returning to work. Otherwise, the employee shall not be allowed to return to work.
- 4.3.6 A medical certificate is required for SL of more than three (3) days.
- 4.3.7 SL application must be filed together with the required medical certificate and “fit to work” clearance for approval by the Immediate Superior/Manager within two (2) work days after the employee has returned to work. The approved SL application shall be submitted to Human Resources for recording.
- 4.3.8 In case of separation of an employee, all unused SL shall be converted to cash and shall be included in the final pay. Conversion to cash of banked SL shall be based on the current monthly salary of the employee during the time of separation.

4.4 Emergency Leave (EL)

- 4.4.1 Nutri-Asia, Inc. grants eligible employees paid EL of five (5) work days annually to deal with certain unexpected incidents or sudden emergencies, such as:
 - 4.4.1.1 Fortuitous events also called as, force majeure such as typhoon, earthquake, flood, or other calamities not covered by the Work Suspension Guidelines.

	GENERAL POLICY (GP) LEAVE POLICY	Document No.: COR-HR-POL-04-001	Revision No.: 003
		Effective Date:	Page 6 of 11

4.4.1.2 Unexpected illness or hospitalization of an immediate family member, limited only to: spouse and children for married employee; children, siblings and parents for single employees;

4.4.1.3 Employee's legal duties to answer judicial or administrative summons, where a copy of court summon shall be attached to the EL form;

4.4.1.4 Civil commotions, transportation strikes, coup d'etat or such other public disorders explicitly recognized by the Company and/ or the government not falling under the Work Suspension Guidelines.

4.4.2 EL availment shall only be one (1) day for emergencies. Leaves succeeding the EL must be charged to VL or SL as may be applicable.

4.4.3 EL application must be filed together with the required supporting documents for approval by the Immediate Superior/Manager within two (2) work days after the employee has returned to work. Approved EL application shall be submitted to Human Resources for recording.

4.4.4 EL is non-encashable and non-cumulative. All unused EL at the end of the year shall be forfeited.

4.5 Bereavement Leave (BL)

4.5.1 Nutri-Asia, Inc. grants eligible employees paid BL of two (2) work days for every instance of death of an immediate family member. Parents, spouse and children for married employees; and parents, children and siblings for single employees.

4.5.2 In case of death of two or more family members falling on the same date, the employee may apply for the equivalent number of days as defined in 4.5.1.

4.5.3 BL application shall be filed together with the supporting death certificate for approval of the Immediate Superior/Manager prior to the intended date of leave, when possible. Otherwise, BL application with the supporting death certificate must be filed for approval by the Immediate Superior/Manager within two (2) work days after the employee has returned to work. Approved BL application shall be submitted to Human Resources for recording.

4.5.4 BL is non-encashable. All unused BL after four (4) calendar months from the date of death of the immediate family member shall be forfeited.

	GENERAL POLICY (GP) LEAVE POLICY	Document No.: COR-HR-POL-04-001	Revision No.: 003
		Effective Date:	Page 7 of 11

4.6 Birthday Leave (BIL)

- 4.6.1 Nutri-Asia, Inc. grants eligible employees paid BIL of one (1) work day annually to give time off from work to celebrate their birth anniversary.
- 4.6.2 In case of work exigencies and the employee is requested to report for work on the day of his/ her birth anniversary, the employee shall be allowed to take BIL within his/her birth week.
- 4.6.3 An employee must have the prior approval of his/her Immediate Superior/Manager before BIL may be taken. The application for BIL must be applied in advance (at least 3 working days prior to the intended date of leave). Approved BIL application must be submitted to the Human Resources for recording.
- 4.6.4 BIL is non-encashable and non-cumulative.

4.7 Self-Love Leave (SLL)

- 4.7.1 Nutri-Asia, Inc. grants eligible employees paid SLL of one (1) work day annually to give an employee a time away from work to recover mentally brought about by a recent emotional distress or other related circumstances.
- 4.7.2 An employee must have the prior approval of his/her Immediate Superior/Manager before SLL may be taken. The application for SLL must be applied in advance (at least 1 working day prior to the intended date of leave). Approved SLL application must be submitted to the Human Resources for recording.
- 4.7.3 SLL is non-encashable and non-cumulative.

4.8 Paternity Leave (PL)

- 4.8.1 Nutri-Asia, Inc. abides by the provisions of the Paternity Act of 1996 (Republic Act No. 8187). Eligible MALE employees shall be granted paid PL of seven (7) work days for the first four (4) deliveries/miscarriage of his legitimate wife with whom he is cohabiting for the purpose of enabling the employee to effectively lend support to his wife in her period of recovery and/or in the nursing of the newly-born child.
- 4.8.2 Notification to Immediate Superior/Manager and Human Resources of the pregnancy of employee's legitimate wife and the expected date of delivery within a reasonable time is a requisite for approval.

	GENERAL POLICY (GP) LEAVE POLICY	Document No.: COR-HR-POL-04-001	Revision No.: 003
		Effective Date:	Page 8 of 11

- 1.1.1 An employee must have the prior approval of his/her Immediate Superior/Manager before PL may be taken. The application for PL must be applied in advance, at least 3 working days prior to the intended date of leave (except for miscarriage). Failure to do so may result to disapproval of the PL application by the Immediate Superior/Manager and rescheduling of the PL to a later date.
- 4.8.3 In case of miscarriage, the employee shall file the PL application together the attached supporting documents of the miscarriage for approval of his Immediate Superior/Manager within two (2) work days after the employee has returned to work.
- 4.8.4 Approved PL must be submitted to Human Resources for recording.
- 4.8.5 Submission of the birth certificate of the newly-born child shall be required. Failure to submit it within a reasonable period of time shall result to the reversal of PL approval.
- 4.8.6 PL may be taken after the wife's delivery/miscarriage date up to a period of sixty (60) days from wife's delivery/miscarriage date. PL may be taken on a staggered basis.
- 4.8.7 PL is non-encashable. Unused PL after the specified period above shall be forfeited.

4.9 Maternity Leave (ML)

- 4.9.1 Nutri-Asia, Inc. abides by the provisions of the Republic Act No. 11210 which is otherwise known as the "105-Day Expanded Maternity Leave Law". Eligible FEMALE employees shall be granted paid ML of one hundred five (105) consecutive calendar days for normal or cesarian delivery, additional fifteen (15) consecutive calendar days for qualified solo parents; while sixty (60) consecutive calendar days for medically necessary abortion or miscarriage to allow them either to prepare for delivery, recuperate from childbirth/miscarriage or to nurse the newly-born child.
- 4.9.2 Eligible employees have the option to extend for an additional thirty (30) days maternity leave without pay provided that NAI shall be given a forty-five (45) day notice before the end of the ML period.
- 4.9.3 ML cannot be deferred but should be availed of either before or after the actual period of delivery in a continuous or uninterrupted manner, not exceeding 105 days, as the case may be, provided that the compulsory post natal leave shall not be less than sixty (60) days.
- 4.9.4 Eligible employees may allocate up to seven (7) days of ML credits to the child's father whether or not the same is married to the eligible employee or to an alternative caregiver nominated by the eligible employee.

	GENERAL POLICY (GP) LEAVE POLICY	Document No.: COR-HR-POL-04-001	Revision No.: 003
		Effective Date:	Page 9 of 11

- 4.9.5 Nutri-Asia, Inc. shall advance one hundred (100%) of the employee's maternity benefit from SSS at least thirty (30) calendar days before ML takes effect, provided the employee filed the SSS Maternity Notification One (MAT-1).
- 4.9.6 Within fifteen (15) working days after the employee has returned to work, the employee shall file SSS Maternity Notification Two (MAT-2) with the attached required documents to claim reimbursement from SSS. Failure to comply with proper submission of documents shall result to automatic salary deduction of the one hundred percent (100%) advanced payment.
- 4.9.7 Extension of ML shall only be allowed if the employee is unfit for work due to illness as a result of delivery, abortion or miscarriage. Leave of this nature shall have supporting medical certification duly acknowledged by a Physician. Extended leave shall be charged against SL credit.
- 4.9.8 Nutri-Asia, Inc. recognizes the provision of Republic Act No. 11210 Section 6, Allocation of Maternity Leave credits on the allocation of ML credits up to a maximum of seven days to the child's father or in the death, absence, incapacity of the latter, to an alternate caregiver upon the election of the mother, provided that the nominee is within the same household as the mother.
- 4.9.9 In case an employee is nominated as such, he/she must have the prior approval of his/her Immediate Superior/Manager upon application of the ML. He/She must also present the approved leave form together with maternity notification stating he/she is nominated.

4.10 Parental Leave for Solo Parents (PLSP)

- 4.10.1 Nutri-Asia, Inc. abides by the provisions of Republic Act No. 8972, known as the "Solo Parents' Welfare Act of 2000". Eligible solo parent employee shall be granted paid PLSP of seven (7) work days to enable them to perform parental duties and responsibilities where physical presence is required.
- 4.10.2 An employee must have the prior approval of his/her Immediate Superior/Manager before PLSP may be taken. The application for PLSP must be applied in advance (at least 3 working days prior to the intended date of leave). Approved PLSP must be submitted to Human Resources for recording.
- 4.10.3 A change in the status or circumstance of the parent claiming the benefit under the law, such that employee is no longer left alone with the responsibility of parenthood, shall terminate the eligibility for this benefit.

	GENERAL POLICY (GP) LEAVE POLICY	Document No.: COR-HR-POL-04-001	Revision No.: 003
		Effective Date:	Page 10 of 11

4.10.4 PLSP is non-encashable and non-cumulative if unused. The unused PLSP within specific period of time is forfeited.

4.11 Leave for Violence Against Women and Their Children (LVAWC)

4.11.1 Nutri-Asia, Inc. abides by the provisions of Republic Act No. 9262, known as the “Anti-Violence Against Women and Their Children Act of 20014”. Eligible FEMALE employees as defined in RA9262 shall be granted paid LVAWC of ten (10) work days. The leave benefit shall cover the days that the female employee has to attend to medical and legal concerns.

4.11.2 Eligible employee must present a certification from the Barangay Chairman (Punong Barangay) or Barangay Councilor (Barangay Kagawad) or prosecutor or the Clerk of Court, as the case may be, that an action relative to the matter is pending.

4.11.3 An employee must have the prior approval of his/her Immediate Superior/Manager before LVAWC may be taken. The application for LVAWC must be applied in advance (at least 3 working days prior to the intended date of leave). Approved LVAWC must be submitted to Human Resources for recording.

4.11.4 LVAWC is non-encashable and non-cumulative. Unused leave at the end of the year shall be forfeited.

4.12 Special Leave for Women (SLW)

4.12.1 Nutri-Asia, Inc. abides by the provisions of Republic Act No. 9710, otherwise known as “The Magna Carta of Women”. Eligible FEMALE employees as defined in RA9710, regardless of age and civil status, who need to undergo surgical procedure due to “Gynecological Disorder” shall be granted paid SLW of two (2) months.

4.12.2 These surgical procedures are, but not limited to dilation and curettage and those involving female reproductive organs such as the vagina, cervix, uterus, fallopian tubes, ovaries, breast, adnexa and pelvic floor. It shall also include hysterectomy, ovariectomy and mastectomy.

4.12.3 An employee must have the prior approval of his/her Immediate Superior/Manager before SLW may be taken. SLW shall be filed within reasonable period of time with medical certificate stating the recommendation of a certified competent physician for the employee to undergo surgery.

4.12.4 Prior approval is not necessary in cases requiring emergency surgical procedure. However, the employee must notify the employer verbally or in writing within reasonable period of time, and after the surgery or recuperating peirod, she must immediately file her application for SLW.

	GENERAL POLICY (GP) LEAVE POLICY	Document No.: COR-HR-POL-04-001	Revision No.: 003
		Effective Date:	Page 11 of 11

4.12.5 Extension of leave after 2 months if still unfit to work will be charged to Sick Leave.

4.12.6 Employee shall present "Fit to Work" certificate prior return to work.

4.12.7 SLW is non-encashable and non-cumulative.

5.0 Related Policies/References

5.1 Health Care Benefit Policy

5.2 Payroll Administration Policy

5.3 Work Suspension Policy

5.4 DOLE Handbook Worker's Statutory Monetary Benefits

6.0 Implementation Procedures

Leave Availment Procedure

7.0 Transitory

This policy shall take effect following approval date and all other policies affected by the provisions herein shall be deemed superseded

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