



**U.P. CREDIT COOPERATIVE
FERNANDEZ HALL**

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MATERNITY LEAVE POLICY & PROGRAM

The **U.P. Credit Cooperative**, herein under referred to as UPCC, adopts this Maternity Leave Benefits Policy and Program in compliance with directives of the Department of Labor and Employment (DOLE) and the provisions of Republic Act No. 7322, otherwise known as AN ACT INCREASING MATERNITY BENEFITS IN FAVOR OF WOMEN WORKERS IN THE PRIVATE SECTOR, AMENDING FOR THE PURPOSE SECTION 14-A OF REPUBLIC ACT NO. 1161, AS AMENDED, AND FOR OTHER PURPOSES. In this regard, all employees shall abide by the terms and conditions of this policy.

SECTION 1. Section 14-A of Republic Act No. 1161, as amended, is further amended to read as follows:

"SEC. 14-A. Maternity Leave Benefit. - A covered female employee who has paid at least three monthly maternity contributions in the twelve-month period preceding the semester of her childbirth, abortion or miscarriage and who is currently employed shall be paid a daily maternity benefit equivalent to one hundred percent (100%) of her present basic salary, allowances and other benefits or the cash equivalent of such benefits for sixty (60) days subject to the following conditions:

"(a) That the employee shall have notified her employer of her pregnancy and the probable date of her childbirth which notice shall be transmitted to the SSS in accordance with the rules and regulations it may provide;

"(b) That the payment shall be advanced by the employer in two equal installments within thirty (30) days from the filing of the maternity leave application:

"(c) That in case of caesarian delivery, the employee shall be paid the daily maternity benefit for seventy-eight (78) days;

"(d) That payment of daily maternity benefits shall be a bar to the recovery of sickness benefits provided by this Act for the same compensable period of sixty (60) days for the same childbirth, abortion, or miscarriage;

"(e) That the maternity benefits provided under this Section shall be paid only for the first four deliveries after March 13, 1973;

"(f) That the SSS shall immediately reimburse the employer of one hundred percent (100%) of the amount of maternity benefits advanced to the employee by the employer upon receipt of satisfactory proof of such payment and legality thereof; and

"(g) That if an employee should give birth or suffer abortion or miscarriage without the required contributions having been remitted for her by her employer to the SSS, or without the latter having been previously notified by the employer of the time of the pregnancy, the employer shall pay to the SSS damages equivalent to the benefits which said employee would otherwise have been entitled to, and the SSS shall in turn pay such amount to the employee concerned."

A. Coverage

This benefit applies to all female employees, whether married or unmarried.

B. Entitlement

Every pregnant employee in the private sector, whether married or unmarried, is entitled to maternity leave benefit 105 days for live childbirth, regardless if it's a normal or cesarean delivery. 120 days for single mothers who are giving birth (105 days plus additional 15 days), with benefits equivalent to one hundred percent (100%) of the average daily salary credit of the employee as defined under the law.

To be entitled to the maternity leave benefit, a female employee should be an SSS member employed at the time of her delivery or miscarriage; she must have given the required notification to the SSS through her employer; and her employer must have paid at least three monthly contributions to the SSS within the twelve-month period immediately before the date of the contingency (i.e., childbirth or miscarriage). The maternity leave benefit, like other benefits granted by the Social Security System (SSS), is granted to employees in lieu of wages. Thus, this may not be included in computing the employee's thirteenth-month pay for the calendar year.

EFFECTIVITY.

The provisions of these policies and programs shall be immediately effective after its approval by the Board of Directors.

Approved by the Board of Directors at its Regular Monthly Meeting on April 24, 2024.

