



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

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PATERNITY LEAVE POLICY & PROGRAM

The **U.P. Credit Cooperative**, herein under referred to as UPCC adopts this Paternity Leave Policy and Program in compliance with the directive of the Department of Labor and Employment (DOLE) and provisions of Republic Act No. 8187, otherwise known as *“An Act Granting Paternity Leave of Seven (7) Days With Full Pay To All Married Male Employees In The Private and Public Sectors For The First Four (4) Deliveries Of The Legitimate Spouse With Whom He Is Cohabiting And For Other Purposes.*

In this regard, all employees of the Cooperative shall abide by the terms and conditions of this policy.

A. Coverage

Paternity Leave is granted to all married male employees in the private sector, regardless of their employment status (e.g., probationary, regular, contractual, project basis). The purpose of this benefit is to allow the husband to lend support to his wife during her period of recovery and/or in nursing her newborn child.

Government employees are also entitled to the paternity leave benefit. They shall be governed by the Civil Service rules.

B. The Paternity Leave Benefit

Paternity leave benefit shall apply to the first four (4) deliveries of the employee’s lawful wife with whom he is cohabiting. For this purpose, “cohabiting” means the obligation of the husband and wife to live together. If the spouses are not physically living together because of the workstation or occupation, the male employee is still entitled to the paternity leave benefit.

The paternity leave shall be for seven (7) calendar days, with full pay, consisting of basic salary and mandatory allowances fixed by the Regional Wage Board, if any, provided that his pay shall not be less than the mandated minimum wage.

Usage of the paternity leave shall be after the delivery, without prejudice to an employer’s policy of allowing the employee to avail of the benefit before or during the delivery, provided that the total number of days shall not be more than seven (7) calendar days for each covered delivery.

Delivery shall mean that his his spouse has delivered a child or suffered a miscarriage for purposes of enabling him to effectively lend support to his wife in her period of recovery and/or in the nursing of the newly-born child.

C. Conditions for Entitlement

A married male employee shall be entitled to paternity leave benefit provided that he has met the following conditions:

1. He is an employee at the time of the delivery of his child;
2. He is cohabiting with his spouse at the time that she gives birth or suffers a

- miscarriage;
3. He has applied for paternity leave with his employer within a reasonable period of time from the expected date of delivery by his pregnant spouse, or within such period as may be provided by company rules and regulations, or by collective bargaining agreement; and
 4. His wife has given birth or suffered a miscarriage.
 5. Lastly, solo mothers can have an additional fifteen (15) days of fully paid leave credits under the Solo Parents Welfare Act. With this extended maternity leave period, pregnant women in the private sector can request the reallocation of up to seven days of paid leave credits to their child's father. Under the law, the father does not have to be married to the pregnant mother. In cases where the father is not in the picture, the female employee can still transfer the leave credits to another caregiver. The only requirement is that the caregiver must be a relative or a current partner who lives in the same household.

D. Application for Paternity Leave

The married male employee shall apply for paternity leave with his employer within a reasonable period of time from the expected date of delivery by his pregnant spouse, or within such period as may be provided by company rules and regulations, or by collective bargaining agreement. In case of a miscarriage, prior application for paternity leave shall not be required. Lastly, the law requires fathers to file their leaves within 60 days of their child's birth.

E. SSS Paternity Leave Requirements

To enjoy the seven-day paternity leave with full pay, the male employee must qualify for the following:

1. He must be a current employee (regardless of employment status) in the UPCC upon his child's birth.
2. He must be legally married to the pregnant wife.
3. Cohabitation or living with the male employee's legal wife.
4. His pregnant wife has given birth or who has had a miscarriage.
5. The pregnancy coverage of the leave should be no more than four times.
6. The leave application should be within a reasonable period.

F. How to Avail of the Paternity Leave Benefit?

The steps to apply for the leave would ultimately depend on the UPCC. Generally, there is a need to file an application with the UPCC and submit the requirements. This may include the following:

1. A notice to UPCC about the pregnancy with the expected due date.
2. A Paternity Notification Form from UPCC.
3. A copy of the Marriage certificate
4. If asked for, a proof of pregnancy consisting of a photocopy of wife's ultrasound and related medical records.
5. For additional leave days: Maternity Notification Form and SSS Allocation of Maternity Leave Credits.

G. Nonconversion to Cash

In the event that the paternity leave is not availed of, it shall not be convertible to cash and shall not be cumulative.

H. Crediting of Existing Benefits

1. If the existing paternity leave benefit under the collective bargaining agreement, contract, or company policy is greater than seven (7) calendar days as provided for in RA 8187, the greater benefit shall prevail.

2. If the existing paternity leave benefit is less than that provided in RA 8187, the employer shall adjust the existing benefit to cover the difference. Where a company policy, contract, or collective bargaining agreement provides for an emergency or contingency leave without specific provisions on paternity leave, the employer shall grant to the employee seven(7) calendar days of paternity leave.

I. 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.

