



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

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**SOLO PARENTAL LEAVE POLICY & PROGRAM**

**The U.P. Credit Cooperative**, hereinafter referred to as UPCC, adopts this Solo Parental Leave policy and program in compliance with the directive of the Department of Labor and Employment (DOLE) and the provisions of Republic Act No. 8972 otherwise known as An Act Providing For Benefits and Privileges To Solo Parents And Their Children , Appropriating Funds Thereof And For Other Purposes. In this regard, all employees shall abide by the terms and conditions of this policy.

**A. Coverage**

Parental leave for solo parents is granted to any solo parent or individual who is left alone with the responsibility of parenthood due to:

1. Giving birth as a result of rape or, as used by the law, other crimes against chastity;  
. Death of spouse;
3. Spouse is detained or is serving sentence for a criminal conviction for at least one (1) year;
4. Physical and/or mental incapacity of spouse as certified by a public medical practitioner;
5. Legal separation or de facto separation from spouse for at least one (1) year: Provided that he/she is entrusted with the custody of the children;
6. Declaration of nullity or annulment of marriage as decreed by a court or by a church: Provided, that he/she is entrusted with the custody of the children;
7. Abandonment of spouse for at least one (1) year;
8. Unmarried father/mother who has preferred to keep and rear his/her child/children, instead of having others care for them or give them up to a welfare institution;
9. Any other person who solely provides parental care and support to a child or children: Provided, that he/she is duly licensed as a foster parent by the Department of Social Welfare and Development (DSWD) or duly appointed legal guardian by the court; and
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: Provided, that such abandonment, disappearance, or prolonged absence lasts for at least one (1) year.

**B. Definition of Terms**

“Parental leave” shall mean leave benefits granted to a solo parent to enable him/her to perform parental duties and responsibilities where physical presence is required. “Child” refers to a person living with and dependent on the solo parent for support. He/she is unmarried, unemployed, and below eighteen (18) years of age, or even eighteen (18) years old and above but is incapable of self-support because he/she is mentally- and/or physically-challenged.

### **C. The Parental Leave Benefit**

1 The parental leave, in addition to leave privileges under existing laws, shall be for seven (7) work days every year, with full pay, consisting of basic salary and mandatory allowances, if any, provided that his/her pay shall not be less than the mandated commutable minimum wage.

2. On days when work is suspended by reason of inclement weather and/or severe flooding and/or traffic congestion/gridlock, and/or for any other reason decided by the government, an employee who is already on prior parental leave for that day will still be on parental leave for the duration the leave was filed for .

3. If the government declares a special holiday or special day and an employee is on Parental Leave on that day, one day shall be credited back to the employee's parental leave credits.

4. While every effort is made to allow employees to schedule their Parental Leave availment according to their needs, the UPCC shall have exclusive right to approve or disapprove and/or re-schedule the same subject to the exigencies of the service.

5. It shall be the UPCC concerned departments' responsibility to ensure that its smooth operation is not hampered by the Parental Leave of employees under their area of responsibility.

### **D. Conditions for Entitlement**

A solo parent employee shall be entitled to the parental leave, provided that:

1. He/she has rendered at least one (1) year of service, whether continuous or broken;
2. He/she has notified his/her employer that he/she will avail himself/herself of it, within a reasonable period of time; and
3. He/she has presented to his/her employer a Solo Parent Identification Card, which may be obtained from the DSWD office of the city or municipality where he/she resides.

### **E. Noncumulative and Noncommutable version to Cash**

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

### **F. Crediting of Existing Leave**

1. Permanent employees with less than twelve [12] months of continuous service by the end of the fiscal year shall be entitled to Parental Leave credits at the pro-rated rate of 7/12 days for each full month of service (0.5883 days per month).

2. Employees who are hired after the 1st day of any month but prior to the 17th shall earn half (0.2942 days per month) of the regular allocation.

3. Parental Leave credits are fully earned at the end of the fiscal year (Year 1) and may only be utilized on the succeeding fiscal year (Year 2) after they are earned. Parental Leave credits do not accumulate on a year-to-year basis. Any earned but unused Parental Leave credits at the end of the succeeding fiscal year (Year 2) shall be forfeited (Year 1 Earn – Year 2 Enjoy; unused Year 1 credits will be forfeited in Year 3).

4. To avail of earned Parental Leave credits, a qualified employee must utilize the Leave Application Form.
5. Subject to the prior approval of a Parental Leave by an employee's supervisor and after presenting the Solo Parent Identification Card, an employee may be allowed to charge absences against parental leave credits for the following reasons:
  - a. When a child gets ill;
  - b. When a solo parent needs to attend to Parent-Teacher Association meetings in school;
  - c. For a child's enrolment and school-related purposes;
  - d. Other similar circumstances necessary in the performance of parental duties and responsibilities, where the physical presence of a solo parent is required.
- 6.. On days when work is suspended by reason of inclement weather and/or severe flooding and/or traffic congestion/gridlock, and/or for any other reason decided by the government, an employee who is already on prior parental leave for that day will still be on parental leave for the duration the leave was filed for .
7. If the government declares a special holiday or special day and an employee is on Parental Leave on that day, one day shall be credited back to the employee's parental leave credits.
8. While every effort is made to allow employees to schedule their Parental Leave availment according to their needs, the UPCC shall have exclusive right to approve or disapprove and/or re-schedule the same subject to the exigencies of the service.
9. It shall be the UPCC concerned department's responsibility to ensure that the smooth its operation is not hampered by the Parental Leave of employees under their area of responsibility.

#### **G. Flexible Work Schedule**

1. An employee may apply for a flexible working schedule or a compressed workweek provided the same shall not affect individual and UPCC productivity.
2. A compressed workweek is the reduction of the total working days while maintaining the total number of hours required (e.g., five and a half [5 1/2] work days per week at forty-four [44] hours per week into first four (4) days at nine [9] hours per day and on the fifth day at eight (8) hours.
3. The adoption of a flexible working schedule (flexi-time) or a compressed workweek shall take into consideration the core working hours of the UPCC, compliance with the required hours of work per week, and the exigencies of the service.
4. The approving authority lies with the Department Head who may decide to approve or disapprove the request for flexible working hours or a compressed workweek subject to the guidelines provided.
5. A 'flexible working hours' schedule does not mean that the employee is logged in once he/she reports for work and needs only to complete eight-hours of work, but that a fixed 'working hours schedule' outside of the UPCC's regular working schedule shall be



adopted (e.g., instead of the regular working hours of 8:00 a.m. to 5:00 p.m., the solo parent may be allowed to adopt either a 7:00 a.m. to 4 p.m., 7:30 a.m. to 4:30 p.m., 8:30 a.m. to 5:30 p.m., 9:00 a.m. to 6:00 p.m., or other similar alternative schedules).

6. An employee will have to file a formal request for a change in work schedule.

7. In no case shall the weekly working hours be reduced in the event the employee is allowed by the UPCC to adopt a flexible work schedule format.

#### **G. Termination of the Benefit**

A change in the status or circumstance of the parent claiming the benefit under the law, such that he/she is no longer left alone with the responsibility of parenthood, shall terminate his/her eligibility for this benefit.

#### **H. Protection Against Work Discrimination**

UPCC and its employees shall not discriminate against any solo parent employee with respect to terms and conditions of employment on account of his/her being a solo parent.

#### **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.**

