



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

Delos Reyes Street corner C.P. Garcia
U.P. Campus, Diliman, Quezon City
Telefax nos. 8924-8002/8646-8862

SPECIAL LEAVE FOR WOMEN POLICY and PROGRAM

The **U.P. Credit Cooperative**, herein under referred to as UPCC, adopts this Special Leave for Women Policy and Program in compliance with the Department of Labor and Employment Order No. 112, Series of 2011 "AMENDING THE GUIDELINES ON THE IMPLEMENTATION OF THE SPECIAL LEAVE BENEFIT FOR WOMEN EMPLOYEES IN THE PRIVATE SECTOR". In this regard, all employees shall abide by the terms and conditions of this policy.

Section 1. Pursuant to Section 21 (B) of the Implementing Rules and Regulations of Republic Act 9710, otherwise known as the "Magna Carta of Women", the provisions of Department Order No.112, Series of 2011, are hereby amended as follows:

- (a) "Special leave benefit for women" means a female employee's leave entitlement of two (2) months with full pay from her employer based on her gross monthly compensation following surgery caused by gynecological disorders, provided that she has rendered continuous aggregate employment service of at least six (6) months for the last 12 months.
- (b) "Gross monthly compensation" means the monthly basic pay plus mandatory allowances fixed by the regional wage boards.
- (c) "Two (2) months" means sixty (60) calendar days pursuant to Article 13 of the New Civil Code.
- (d) "At least six (6) months continuous aggregate employment service for the last twelve (12) months prior to surgery" means that the woman employee should have been with the company for twelve (12) months, prior to surgery. An aggregate service of at least six (6) months within the said (12) month period is sufficient to entitle her to avail of the special leave benefit (SLB).
- (e) "Employment service" includes absences with pay such as use of other mandated leaves, company granted leaves and maternity leave.
- (f) "Competent physician" means a medical doctor preferably specializing in gynecological disorders or is in the position to determine the period of recuperation of the woman employee.

A new provision is hereby introduced as Section 4, to read as:

Section 4. The special leave benefits_ The two (2) months special leave is the maximum period of leave with pay that a woman employee may avail of under RA 9710.

For purposes of determining the period of leave with pay that will be allowed to a woman employee, the certification of a competent physician as to the required period of recuperation shall be controlling.

Section 5. Availment_ The special leave shall be granted to the qualified employee after she has undergone surgery.

Section 6. Frequency of availment_ A woman employee can avail of the special leave benefit for every instance of surgery due to gynecological disorder for a maximum total period of two (2) months per year.

Section 7. Special leave benefit vis-a-vis SSS sickness benefits.- The special leave benefit is different from the SSS sickness benefit. The former is granted by the employer in accordance with RZ 9710, as implemented under this Rules.

It is granted to a woman employee who has undergone surgery due to gynecological disorder. The SSS sickness benefit, on the other hand. Is administered and given by the SSS in accordance with the SSS law or RA1161 as amended by RA 8282.

Section 8. Special leave benefit vis-a-vis existing statutory leaves- The special leave benefit cannot be taken from existing statutory leaves (ie. 5-days Service Incentive Leave, Leave for victims of VAWC, Parental leave for Solo Parents). The grant of the special leave benefits under the law is in recognition of the fact that patients with gynecological disorder needing surgery require a longer period for recovery. The benefit is considered an addition to the leave benefits granted under existing laws and should be added on top of said statutory leave entitlements.

If the special leave benefit has already been exhausted, the company leave and other mandated leave benefits may be availed of the woman employee.

Section 9. Special leave benefit vis-a vis maternity leave benefit._ where the woman employee had undergone surgery due to gynecological disorder during her maternity leave, she is entitled only to the difference between the SLB and maternity leave benefit.

A. Coverage

Any female employee regardless of age and civil status shall be entitled to a special leave benefit under such terms and conditions provided herein.

B. Definition of Term

“Gynecological disorders” refers to disorders that would require surgical procedures such as, but not limited to dilatation and curettage and those involving female reproductive organs such as the vagina, cervix, uterus, fallopian tubes, ovaries, breast, adnexa and pelvic floor, as certified by a competent physician. It shall also include hysterectomy, ovariectomy and mastectomy.

C. Conditions for Entitlement

1. She has rendered at least six (6) months continuous aggregate employment service for the last twelve (12) months prior to surgery;
2. She has filed an application for special leave with her employer within a reasonable period of time from the expected date of surgery or within such period as may be provided by company rules and regulations or collective bargaining agreement; and
3. She has undergone surgery due to gynecological disorders as certified by a competent physician.

D. The Special Leave Benefit

The employee is entitled to special leave benefit of two (2) months with full pay based on her gross monthly compensation. Gross monthly compensation refers to the monthly basic pay plus mandatory allowances fixed by the regional wage boards.

E. Usage

The special leave shall be granted to the qualified employee after she has undergone surgery without prejudice to an employer allowing an employee to receive her pay before or during the surgery.

F. Nonconversion to Cash

The special leave shall be non-cumulative and non-convertible to cash unless otherwise provided by a collective bargaining agreement (CBA)

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.

