



Cordillera Career Development College
HANDBOOK FOR EMPLOYEES
2021

ARTICLE 15:
BENEFITS

Section 1: Guidelines. Employees shall enjoy the following benefits subject to the guidelines set below.

- A. Leave Benefits provided under the Philippine laws:
 - a. Maternity leave
 - b. Paternity leave
 - c. Special leave benefits for women (RA 9710)
 - d. Solo Parent Leave (RA 8972)
 - e. Leave for Victims of Violence Against Women and their Children (RA 9262)
 - f. Service Incentive Leave (5 days)
- A. Leave Benefits provided by CCDC
 - a. Service incentive leave with pay (5 days)
 - b. Special long term leave without pay
- B. Paid Holidays
- C. 13th month pay
- D. Educational Benefits
- E. Education Benefits for Direct Children
- F. Service Awards
- G. Annual Diagnostic Check-up
- H. Uniform
- I. Retirement Benefit

Section 2: Provisions for Maternity Leave

- 1. Guidelines
 - a. Female employees shall be entitled to a maternity leave of 60 days for normal delivery or miscarriage and 78 days leave for cesarean delivery.
 - b. The employee shall coordinate with the Human Resource and the Accounting Offices for the processing of her application to avail of maternity benefits under the SSS.
In case the maternity leave has been extended due to illness, arising from her pregnancy, delivery, or complete miscarriage, the employee may utilize her unused service incentive leave credits and presenting a medical certificate upon reporting for work.
Any employee who is on maternity leave who fails to return for work after the expiration of the leave shall be considered to have voluntarily resigned unless satisfactory reason or justification is given.
- 2. Procedures
 - 1. Upon confirmation of pregnancy, an employee should fill out the Leave of Absence Form available at the Human Resource Office.
 - 2. The employee should notify her Dean or Office Head of the date when her maternity leave will commence duly certified by the School Physician.
 - 3. A week before the expected maternity leave, an employee may claim the maternity benefit due her. This benefit is to be given in advanced by the school to the employee in time for her expected delivery. However, in order for the SSS to reimburse said advances to the school, the employee who avails of this benefit must submit to the Accounting Office the birth certificate of the newborn child. Failure on her part to comply with these requirements two (2) weeks after her return to work shall authorize the Accounting Office to deduct the maternity benefit advance to her by the school.

Section 3: Provisions for Paternity Leave

- 1. Guidelines
 - a. All married male employees may be granted seven calendar days paternity leave with pay subject to the following conditions:
 - a.1. At the time of the birth of the child or the miscarriage of his wife, the father/husband is employed in the institution and is not enjoying any other leave benefits;

- a.2. The employee is legally married to the mother of his child and is cohabitating with his wife at the time she gave birth or suffers a miscarriage;
- a.3. He has previously applied for paternity leave in accordance with the procedure provided below.

In case of medical complications and the employee cannot return to work after the expiration of his leave, he may apply in advance for an extension to be charged to his service incentive leave credits if they have not yet been exhausted.

2. Procedure

Upon confirmation of pregnancy of the wife, the employee should fill out the Leave of Absence Form and the Substitution Form available at the Human Resource Office.

The employee should notify his/her Dean / Department Head / Office Head of the date when his paternity leave will commence.

Section 4: Special Leave Benefits for Women

Any female employee in the public and private sector regardless of age and civil status shall be entitled to a special leave of two (2) months with full pay based on her gross monthly compensation subject to existing laws, rules and regulations due to surgery caused by gynecological disorders under such terms and conditions:

1. She has rendered at least six (6) months continuous aggregate employment service for the last twelve (12) months prior to surgery;
2. In the event that an extended leave is necessary, the female employee may use her earned leave credits; and
3. This special leave shall be non-cumulative and non-convertible to cash.

The two months special leave is the maximum period of leave with pay that a woman employee may avail. 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.

The employer(CCDC) however has the option to get a second opinion from a competent physician as to the reasonable period of recuperation.

“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. For purposes of the Act and these Rules and regulations, gynecological surgeries shall also include hysterectomy, ovariectomy, and mastectomy.

Section 5: Solo Parent Leave

The Solo parent leave is an additional benefit which shall be for seven (7) working days every year, with full pay, consisting of basic salary and mandatory allowances. This includes a woman who gives birth as a result of rape or crimes against chastity, a widow or widower, a spouse separated legally or *de facto* for at least one year, and so forth. The claimant parent has to show proof that he or she is left alone with the responsibility of parenthood.

Conditions for Entitlement:

A solo parent employee shall be entitled to the parental leave under the following conditions:

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.

Section 6: Leave for Victims of Violence Against Women and their Children

The Battered Woman Leave or “Anti- violence against Women and their Children Act” allows the victim of violence, which may be physical, sexual or psychological to apply for the issuance of a “protection

order” to shield her from further violence and provide her related reliefs. She is entitled to a paid leave of up to ten days. To avail of such leave, the employee has to submit a certification from the *Punong Barangay* or *Kagawad* or prosecutor or the clerk of court that an action under such law has been filed and is pending.

Usage of the ten-day leave is at the option of the woman employee. It shall cover the days that she has to attend to medical and legal concerns. Leaves not availed of are non-cumulative and not convertible to cash.