Valerie

From: temmphil <temmphil@topeverphil.com.ph>
Sent: Friday, 28 March 2025 4:47 pm
To: Temmphil
Cc: Archie Orbeta DW10A; C/E N. Alilin; Ms. Hazel - Top Ever
Subject: 0328- GC01 ADMIN MEMO - 2025-007: ADDITIONAL LEAVE CREDITS AS PER DOLE POLICY
Attachments: AD FO.008 - EMPLOYEE LEAVE REQUEST FORM.pdf

To: ALL STAFF

Re: **ADMIN MEMO - 2025-007: ADDITIONAL LEAVE CREDITS AS PER DOLE POLICY**

Good afternoon.

In relation to issued Leave Policy last 31 January 2024 with email reference 0131-ARC-10-2024 Staff Leave Policy, kindly be informed that we will officially include as additional leave credits the below based on the policy of Department of Labor and
Employment (DOLE) regulations.

Please refer to the following for your reference;
1. **Maternity Leave** (Republic Act No. 11210) - An act increasing the maternity leave period to one hundred five (105) days for
female workers option to extend for an additional thirty (30) days without pay

2. **Solo Parent Leave** (Republic Act No. 8972) -7-day parental leave with pay per year, which is not cumulative or convertible to cash.
This leave is granted to a solo parent to enable the performance of parental duties and
responsibilities where physical presence is required or beneficial to the child.
The staff who intend to avail this leave, must submit a copy of the Solo parent ID issued by DSWD.
3. Paternity Leave (Republic Act 8187) - 7-day paid paternity leave for married male employees for the first four deliveries of their lawful spouse.

Kindly see the revised copy of our **EMPLOYEE LEAVE REQUEST FORM (AD FO.008)** for your reference and all staff who will request to take a leave must use the updated form effective immediately.

All staff are requested to acknowledge this message once received.

Thanks & Brgds,
Ms. Guia

EMPLOYEE LEAVE REQUEST FORM

Date: _____

Employee Information:

Name : _____

Department/ Section: _____

Address: _____

Telephone / Mobile No.: _____

I. Leave Request

☐ Vacation Leave ☐ Half Day ☐ Sick Leave

☐ Solo Parent Leave ☐ Maternity / Paternity Leave ☐ Others: _____

Date of Effectivity : _____ Total no. of day/s requested: _____

From: _____ To: _____

Reason: _____

_____

_____

_____

Pending works to be accomplished during your absence:

_____

_____

_____

_____

_____ _____

Signature over Printed Name SIgnature of personnel that will perform the task

_____

Noted by: Department Head

II. Administrative / Accounting Notification:

	EMERGENCY VACATION LEAVE (4 days)	PLANNED VACATION LEAVE (8 days)	SICK LEAVE (12 days)	SOLO PARENT LEAVE (7 days)	MATERNITY/ PATERNITY LEAVE
Accrued Balance					
Deduct this application					
Balance as of this date					

III. Approved / Disapproved: _____

With / Without Pay: _____

_____

Archimedes C. Orbeta
President

Note:

Vacation Leave - Submission of leave shall be at least 1 week before the preferred vacation leave date/s.

Emergency Leave - submitted 48 hours before the preferred vacation leave date/s shall be considered as emergency leave/s

Paternity Leave (Republic Act 8187) - 7-day paid paternity leave for married male employees for the first four deliveries of their lawful spouse

Solo Parent Leave (Republic Act No. 8972) -7-day parental leave with pay per year, which is not cumulative or convertible to cash .

Maternity Leave (Republic Act No. 11210) - An act increasing the maternity leave period to one hundred five (105) days for female workers option to extend for an additional thirty (30) days without pay