



Date : November 12, 2019  
To : ALL EMPLOYEES  
FROM : HUMAN RESOURCES DEPARTMENT  
THRU : OPERATIONS MANAGER  
SUBJECT : SSS SICKNESS CLAIMS – 5 CALENDAR DAYS

For those employees who wants to file for sickness claims must submit the duly accomplished SSS notification form attached with original and complete medical documents. It should be submitted **within 5 calendar days from the start of sickness**, they may ask their relatives, friends and workmates to submit their form in Accounting office.

A member is qualified to avail of this benefit if:

1. He is unable to work due to sickness or injury and confined either in a hospital or at home for at least four (4) days;
2. He has paid at least three (3) months of contributions within the 12-month period immediately before the semester of sickness or injury;
3. He has used up all current company sick leave with pay; and
4. He has notified the employer or the SSS, if unemployed, voluntary or self-employed member regarding his sickness or injury.

Failure to submit the documents within the prescribed period will free iPloy from any liability of their claims.

For your guidance.

If there are any questions or clarifications, please feel free to approach the Human Resource Department.

Sincerely,

Marishka L. Ancilla  
Human Resources

Noted by:

Alfredo Camarillo Jr.  
Director, Operations

Director, Operations  
Alfredo Camarillo Jr.



Date : November 12, 2019  
 To : ALL EMPLOYEES  
 FROM : HUMAN RESOURCES DEPARTMENT  
 THRU : OPERATIONS MANAGER  
 SUBJECT : 105-DAY EXPANDED MATERNITY LEAVE LAW

This is to formally inform you that all covered females who gave birth starting March 11, 2019 onwards will now be able to avail the 105-day paid maternity benefit.

Under RA 11210, the expanded maternity benefits are as follows:

1. Maternity leave of 105 days with full pay, whether the eligible female employee gives birth via caesarian section or natural delivery.
2. Maternity leave of 60 days with full pay in cases of miscarriages (i.e., pregnancy loss before the 20th week of gestation) or emergency termination of pregnancy (i.e., pregnancy loss on or after the 20th week of gestation and includes stillbirth).
3. Allocation of 7 days of maternity leave credits to the child's father or an alternate caregiver.
4. Additional maternity leave of 30 days without pay in case of live childbirth provided a written notice to the employer is given at least 45 days before the end of her maternity leave. In case of a medical emergency, prior notice is excepted but subsequent notice is required.
5. Additional maternity leave of 15 days with full pay in case the eligible female employee is also a solo parent as defined under Republic Act No. 8972
6. Female workers with pending administrative cases are entitled to the maternity leave benefits.
7. Post-termination maternity leave entitlement (i.e., in case the qualifying event occurs not more than 15 calendar days after termination of employment), except in cases of illegal dismissal.
8. Non-diminution of existing benefits including alternative working arrangements validly agreed upon and non-discrimination of female workers.
9. Security of tenure except in instances of transfer or reassignment within the same enterprise provided there is no reduction in rank, status, salary or otherwise amount to constructive dismissal.

The expanded maternity benefits apply regardless of female worker's employment status, civil status and legitimacy of her child, and frequency of pregnancy.

Maternity leave benefits should be availed by the eligible female worker either before or after the actual period of delivery in a continuous and uninterrupted manner. Maternity leave can be used as combinations of prenatal and postnatal leave provided that postnatal care shall not be less than 60 days.

For your guidance.

If there are any questions or clarifications, please feel free to approach the Human Resource Department.

Sincerely,

Marishka J. Arcilla  
 Human Resources

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Alfredo Camarillo Jr.  
 Director, Operations

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