

Jollibee Foods Corporation	Human Resources Policy Manual		
Subject	Solo Parent Leaves	Number	CHR 38
Effective Date	January 1, 2014	Edition	First

1. GENERAL STATEMENT OF POLICY

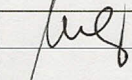
The company recognizes the added responsibility of a single parent. In line with this, the company will provide leave privileges to Solo Parents in accordance with the provisions of the Solo Parent Act of 2000. The policy covers all employees who have been in the company for at least 1 year and have the sole responsibility of parenthood.

2. DEFINITION OF TERMS

2.1. A "Solo Parent" is defined as any individual who falls under any of the categories provided in the "Solo Parent's Welfare Act of 2000" as stated below.

- A woman who gives birth as a result of rape and other crimes against chastity even without a final conviction of the offender: *Provided*, That the mother keeps and raises the child;
- Parent left solo or alone with the responsibility of parenthood due to death of spouse, or spouse is detained or is serving sentence for a criminal conviction for at least one (1) year, or spouse is physical and/or mentally incapacitated as certified by a public medical practitioner.
- Parent left solo or alone with the responsibility of parenthood due to legal separation or *de facto* separation from spouse for at least one (1) year, as long as he/she is entrusted with the custody of the child/children.
- Parent left solo or alone with the responsibility of parenthood due to declaration of nullity or annulment of marriage as decreed by a court or by a church as long as he/she is entrusted with the custody of the children.
- Parent left solo or alone with the responsibility of parenthood due to abandonment of spouse for at least one (1) year.
- Unmarried mother/father who has preferred to keep and rear her/his child/children instead of having others care for them or give them up to a welfare institution.
- Any other person who solely provides parental care and support to a child or children.
- 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.

2.2 The term "*Children*" refers to those living with and dependent upon the solo parent for support who are unmarried, unemployed and not more than eighteen (18) years of age, or if over eighteen (18) years they are incapable of self-support because of mental and/or physical defect/disability.

Approved by		Approval Date	
Revision		Page	Page 1 of 3

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Jollibee Foods Corporation	Human Resources Policy Manual		
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3. ACCOUNTABILITIES

All Immediate Superiors shall be responsible in ensuring approval or disapproval of Solo Parent Leave applications. They shall also ensure completeness of all documents and compliance to guidelines prior to approval.

SBU HR shall ensure that the policy and its guidelines are observed.

JWS Timekeeping shall be responsible for proper monitoring and recording of Solo Parent Leaves.

4. GUIDELINES

4.1. Qualified employees are required to submit any of the following:

- a. A copy of their Solo Parent ID card issued by the Department of Social Welfare and Development (DSWD) or by local government unit.
- b. Should the Solo Parent ID be unavailable pending release from the responsible government agency, an employee may submit an Affidavit stating his/her Solo Parent status together with a copy of his/her BIR Declaration of Dependents and other supporting documents.

4.2. Qualified employees shall be entitled to seven (7) days of Solo Parent Leave per year.

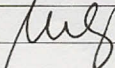
4.3. The leave may be availed of either continuously or on a staggered basis with the approval of the employee's Immediate Superior. The employee needs to file for leave at least three (3) days ahead of time except in emergency cases where an employee must notify his Immediate Superior within 24 hours during the day of his leave.

4.4. An employee may avail of Parental Leave under the following circumstances:

- a. Attend personal milestones of a child such as birthdays, first holy communion, graduation and other events;
- b. Perform parental obligations such as enrollment, attendance in school programs, PTA meetings and the like;
- c. Attend to medical, social, spiritual and recreational needs of the child.

4.5. An employee should submit supporting documents like medical certificate, invitation to graduation or other documents to determine validity of the leave.

4.6. This leave is non-cumulative. All unused Parental Leave at the end of the year shall automatically be forfeited and cannot be converted to cash upon resignation.

Approved by		Approval Date	
Revision		Page	Page 2 of 3

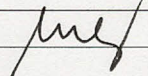
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Jollibee Foods Corporation	Human Resources Policy Manual		
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4.7. Should a Solo Parent's status change and is no longer left alone with the sole responsibility of parenthood, he/she shall not be eligible for this benefit anymore. It is the employee's responsibility to inform the company of the change in his status within thirty (30) calendar days from date of change. Failure to do so will result in disciplinary action.

5. EXCEPTIONS

Any exceptions to this policy shall be subject to review and approval by the Corporate HR Head.

Approved by		Approval Date	
Revision		Page	Page 3 of 3

