

Jollibee Group of Companies	Human Resources Policies and Procedures Manual		
Subject	Expanded Maternity Leave Policy	Number	CHR 17
Effective Date	March 11, 2019	Revision No.	Second Edition

1. GENERAL STATEMENT OF POLICY


The Company in support of Republic Act No. 11210 or the 105 Day-Expanded Maternity Leave Law shall provide for this policy to guide in the proper implementation of the law.

2. ACCOUNTABILITY

- 2.1. **Employee** shall be responsible for ensuring that documentation required to implement the program is done accurately and submitted on time.
- 2.2. **Immediate Superiors** shall be responsible for the proper review and on-time approval of all -maternity leave applications
- 2.3. **JWS Timekeeping** shall be responsible for proper monitoring and recording of Maternity Leaves
- 2.4. **JWS Salary Admin** shall be responsible for the timely coordination of the payment for maternity leave benefit to Payroll.
- 2.5. **JWS Benefits Administration** shall be responsible for the timely submission of the documents submitted by the employees to SSS for reimbursements.
- 2.6. **SBU HR** shall ensure that the policy and its guidelines are observed.

3. DEFINITION OF TERMS

- 3.1. **Alternate Caregiver** refers to a relative within the fourth civil degree of consanguinity of the female worker of her current partner. This shall include in-laws i.e. up to first cousins, great, great grandparents, great aunts and uncles, great nephews/nieces of the current partner regardless of sexual orientation or gender identity, of the female worker sharing the same household.
- 3.2. **Current partner** refers to a person who shares a relationship and lives with the female worker regardless of gender.
- 3.3. **Emergency termination** of pregnancy refers to pregnancy loss on or after the 20th week of gestation, including stillbirth.
- 3.4. **Full pay** refers to actual earnings for services on normal working days which is not lower than the prescribed minimum wage. This shall include allowances provided as part of the Company's policy or CBA, if any.
- 3.5. **Miscarriage** refers to pregnancy loss before the 20th week of gestation.
- 3.6. **Relative within the fourth degree of consanguinity** refers to person who is related to the female worker by blood and shares the same ancestry or lineage i.e., up to first cousins, great, great grandparents, great aunts and uncles, great nephews/nieces
- 3.7. **Solo Parent** refers to a covered female worker who falls under the category of a solo parent defined under Republic Act No 8972, otherwise known as Solo Parent's Welfare Act of 2000 (Please refer to the Policy on Solo Parent Leaves policy).

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
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4. FORMS

- 4.1. SSS Maternity Notification Form (Mat 1)
- 4.2. Maternity Reimbursement Form (Mat 2)
- 4.3. Employee Maternity Waiver
- 4.4. Maternity Leave Allocation Form


5. GUIDELINES

- 5.1. A qualified female employee shall receive full pay during the period of maternity, as follows:
 - 5.1.1. One Hundred Five (105) days for live childbirth, regardless of the mode of delivery and an additional fifteen (15) days paid leave if the female worker qualifies as a Solo Parent.
 - 5.1.2. Sixty days (60) days paid leave for miscarriage and emergency termination of pregnancy.
- 5.2. To qualify, a female employee must have least three (3) monthly SSS contributions in the twelve-month period immediately preceding the semester of the childbirth, miscarriage or emergency termination of pregnancy.
- 5.3. The full pay consists of the SSS Maternity Benefit plus the difference between said benefit and the employee's pay during the period of maternity leave.
- 5.4. An option to extend for an additional thirty (30) days without pay in case of live childbirth can be availed of by the female employee, provided that the company shall be given due notice.
- 5.5. Due notice to the company must be in writing and must be provided to and acknowledged by HR BP at least forty-five (45) days before the end of the maternity leave. No prior notice shall be necessary in the event of a medical emergency, but subsequent notice shall still be given to HR BP or the Immediate Supervisor. A copy of the duly acknowledged notice shall be forwarded to JWS Salary Admin for proper implementation.
- 5.6. Availment of the extended maternity leave without pay shall not be considered as gap in the service.
- 5.7. The maternity leave can be used as a combination of prenatal and postnatal leave as long as it does not exceed 105 days or sixty days. In no case shall the postnatal care be less than sixty days (60) days. The maternity leave cannot be deferred but should be availed either before or after the actual period of delivery in a continuous and uninterrupted manner.

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- 5.8. Maternity benefit shall be granted to a qualified female employee in every instance of pregnancy, miscarriage or emergency termination of pregnancy, regardless of frequency.
- 5.9. A female employee entitled to maternity benefit leave may allocate seven (7) days of said benefits to the child's father, whether or not the same is married to the female employee.
- 5.10. The allocated benefit granted to the child's father under this case is over and above that which is provided under RA 8187 or the Paternity Leave Act of 1996. In case of death, or absence, or incapacity of the father, the female worker may allocate an alternate caregiver who may be any of the following, upon the election of the mother taking into account the best interest of the child:
- 5.10.1. A relative within the fourth degree of consanguinity
- 5.10.2. Current partner, regardless of sexual orientation or gender identity, of the female worker sharing the same household
- 5.11. Option to allocate maternity leave credits are not applicable in case the female worker suffers miscarriage or emergency termination of pregnancy.
- 5.12. The allocated leave shall be granted with pay either in continuous or in an intermittent manner not later than the period of the maternity leave availment.
- 5.13. The Company shall pay both the SSS and salary differential two (2) weeks prior to employee's expected delivery date through employee's payroll account.
- 5.14. JWS Payroll shall deduct from the maternity benefit, all deductions due from the employee for the period of the maternity leave. These shall include, withholding taxes, social insurances premiums (when applicable) and government loan amortizations. In cases, where the salary differential is higher than the SSS maternity benefit computation, only the difference will be subject to withholding taxes.
- 5.14.1. For employee's whose deductions cannot be covered by the maternity benefit (SSS and Salary differential) all deductions/payables shall be accumulated and deducted from the employee's first salary when she reports back to work. However, the company shall still continue to pay/remit the employee/employer portion of her government premiums.
- 5.14.2. If the accumulated deduction is negative, upon her first payroll, the total deductions shall be amortized for a maximum of 4 payroll periods.

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5.15. No employee on maternity benefit shall be allowed to report for work earlier than the applied maternity leave period. In the event that the employee is required to report due to operational requirements without completing her maternity leave, the IS shall be liable for any resulting medical condition that employee may experience and the corresponding additional compensation i.e. SSS maternity benefit, company benefits plus regular salary due for worked days that she shall be entitled to.

5.16. While on maternity leave, the employee shall not earn rest days on her maternity leave period, as this is already considered as paid.

6. PROCEDURES

6.1. Upon knowing of her pregnancy, the employee must secure an SSS Maternity Notification Form from JWS Benefits Admin or any SSS branch. The accomplished form must be returned to JWS Benefits Admin together with the required documents i.e. ultrasound report or a laboratory result and medical certificate as proof of pregnancy for filling with SSS.

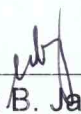
6.2. If allocation of leaves to an Alternative Caregiver will be done, an application must be filed with SSS together with the SSS Maternity Notification Form. A father or alternate caregiver who have been given seven (7) days allocation of maternity benefit shall submit to JWS Benefits Admin a copy of his Maternity Allocation Form, stamped received by SSS, prior to availment.

6.3. All Maternity Notification Forms with SSS acknowledgment receipts will be properly safekept by JWS Benefits Admin to monitor the schedule of births.

6.4. Benefits Admin shall prepare payment request for female employees one month prior to their expected delivery date to be credited within 2 weeks prior to employee's scheduled delivery date.

6.5. Employee must file via ESS her maternity leave schedule. Any adjustment in the leave period shall be approved by her Immediate Superior/Approving Manager for adjustment of JWS Timekeeping in the system.


6.6. The employee must accomplish immediately the maternity reimbursement form provided by JWS Benefits Admin and attach a registered and certified true copy of the birth certificate of her newborn child within 30 days upon return to work to reimburse the SSS maternity benefit that the Company has paid in advance. Failure to the employee to accomplish the said form and submit the birth certificate will result to the deduction of whole maternity leave amount.

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7. DISCIPLINARY ACTION

7.1. Employee shall be subjected to appropriate disciplinary action for any violation of this Policy.

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