

<b>Jollibee Foods</b> CORPORATION	<b>JFC Human Resources Policies and Procedures Manual</b>		
<b>Subject</b>	Special Leave Benefit for Women	<b>Number</b>	CHR001
<b>Effective Date</b>	September 15, 2009	<b>Edition</b>	1 <sup>st</sup> Edition

**1. Policy**

In compliance with Republic Act 9710, known as the Magna Carta of Women, the company shall provide special leave days for women who have undergone surgery due to gynecological disorders.

**2. Scope**

This policy applies to all female employees who have undergone surgery due to gynecological disorders and have rendered continuous aggregate employment of at least six (6) months for the last twelve (12) months

**3. Accountability**

**3.1 Employee**

- 3.1.1. Responsible for informing her superior, SBU HR, JWS Benefits Admin of her surgery
- 3.1.2. Accomplish and submit all forms and documents required by the Company (i.e. notice of leave, medical records, etc.) as indicated in item 5 of this document
- 3.1.3. For the scheduled surgery, employee needs to ensure proper turnover of tasks and documents/files related to her work
- 3.1.4. For emergency cases, employee shall immediately advise her supervisor of surgery and submit all the required company documents at the soonest time possible

**3.2 SBU HR**

- 3.2.1 Ensure SBU compliance to the policy
- 3.2.2 Handle employee's inquiry, clarifications and concerns related to the adherence of the policy

**3.3 Corporate Compensation and Benefits**

- 3.3.1 Create, review and update the policy as needed
- 3.3.2 Decide on special cases and resolve issues escalated by SBU HR, JWS-Benefits Admin, Payroll and Timekeeping

**3.4 JWS Benefits Admin**

- 3.4.1 Responsible for screening and ensuring completeness of the submitted requirements for SLB
- 3.4.2 May validate if the surgery is a gynecological disorder, through the assistance of the company's accredited physician
- 3.4.3 Responsible for coordinating the payout/implementation of SLB with , JWS Payroll and Timekeeping

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### 3.5 JWS Payroll

- 3.5.1 Responsible for ensuring timely payroll credit upon receipt of advisory from Benefits Admin
- 3.5.2 Responsible for the accurate deduction/s of employee loan balances during the special leave period
- 3.5.3 Responsible for issuing a copy of the SLB computation with all the deductions made including a written advice that all un-deducted loans and adjustments will be charged to employee's first payroll upon return from her leave
- 3.5.4 Responsible in advising employees whose pay will amount to negative upon return from their special leave prior to payroll cut-off

### 3.6 JWS Timekeeping System

- 3.6.1 Responsible for the monitoring and correct application of the special leave benefit
- 3.6.2 Responsible for the accuracy of employee's leave records

### 3.7 Employee's Superior

- 3.7.1 Responsible for managing work schedules during employee's leave
- 3.7.2 Advises JWS of employee's surgery
- 3.7.3 Responsible for ensuring that employee completes the availment of the special leave as prescribed and approved by a qualified physician
- 3.7.4 Responsible for advising JWS of any changes in the special leave granted to the employee (e.g. additional sick leave, vacation leave, etc.)

## 4. Definitions

- 4.1 Special Leave Benefit – additional leave benefit that the Company grants to female employees who undergoes surgery due to gynecological disorders; maximum period of two (2) months per year per every occurrence of gynecological disorder
- 4.2 Gynecological disorder – any disorder that would require surgical procedures (including dilatation and curettage) involving the female reproductive organs such as hysterectomy and mastectomy
- 4.3 Qualified Physician – primarily an accredited physician under the medical provider's network. For highly special gynecological disease, the company may accredit a physician/specialist outside the provider's network
- 4.4 Gross Monthly Compensation – monthly basic pay plus mandatory allowances fixed by the regional wage boards (E/COLA)

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- 4.5 Calendar days – continuous and uninterrupted days including Saturdays and Sundays or rest days

## 5. Forms and Other Requirements

- 5.1. Medical Records
- 5.1.1. Medical Certificate (including recuperation period)
  - 5.1.2. Operating Room Record
  - 5.1.3. Discharge Summary
  - 5.1.4. Clinical Abstract
  - 5.1.5. Histopath
  - 5.1.6. D&C Report (if applicable)
  - 5.1.7. Fit to Work Clearance
- 5.2. Notice or Approved Leave

## 6. Guidelines

- 6.1. A female employee shall be entitled to avail of the special leave benefit corresponding to the number of recuperation days prescribed by a qualified physician following a gynecological disorder surgery. The number of special leave to be paid by the company shall be based on the recommended recuperation period stated in the medical certificate indicated by the attending physician. A maximum period of two (2) months per year shall be given for every instance of surgery due to gynecological disorder.
- 6.2. The employee shall receive her gross monthly compensation corresponding to her basic pay and any E/COLA prescribed by the law during her SLB. This will be paid out immediately following the filling and approval of the Special Leave Benefit.
- 6.3. Employee must be continuously employed with the Company for at least 6 months within the 12 months prior to the schedule of surgery. In the event of inter-SBU transfers, the Company shall deem the employment as continuous as long as it is provided in the conditions for transfer of affected employee.
- 6.4. The company shall process payment of SLB, only when complete medical documentation as outlined in item 5 has been received by JWS.
- 6.5. The leave is non-cumulative and not convertible to cash. It is also subject to tax as part of one's compensation income. The usual employee deductions, particularly for government mandated premiums and loan payments, shall be taken out of the SLB.
- 6.6. The special leave benefit is not an SSS benefit and therefore can not be reimbursed/claimed with SSS.

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- 6.7. No employee on SLB shall be allowed to report for work earlier than the required recuperation period.
- 6.8. The SLB is part of employee's benefit under the law and shall be charged to their current unit accordingly at the time of availment.
- 6.9. Maternity leaves, miscarriage and other maternity related sickness shall fall under the statutory benefits on Maternity Benefit and not SLB.

**7. Procedures**

- 7.1. Employee shall advise her supervisor and JWS Benefits Admin of the availment of the special benefit leave for her gynecological-related surgery :
  - 7.1.1. Non-emergency or scheduled surgery - at least one (1) week prior to the surgery
  - 7.1.2. Emergency - at least within 5 working days from date of surgery or at the soonest time possible
- 7.2. Employee must submit all requirements listed under item no. 5 to JWS Benefits Admin to facilitate endorsement to payroll for crediting on the nearest payroll cutoff.
- 7.3. If the recuperation period is more than the two (2) months, employee shall consume her sick leave credits first, followed by vacation leave credits, then emergency leave if still necessary.

**8. Exception to the Policy**

- 8.1 Any exceptions to this policy must be approved by Corporate HR.

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