Unit 411 Melbourne Residences, 11 Sen. Gil J. Puyat Ave., Palanan, Makati City

REFERENCE NO : HRD-M004-2024

TO:	ALL EMPLOYEES	**DATE:**	March 12, 2024
FROM:	HUMAN RESOURCES	**NO. OF PAGES:**	9
SUBJECT:	**Discontinuation of Covid 19 Leave**		

Dear Team,

A pleasant day to all of you.

As we continue to navigate through the evolving circumstances surrounding the COVID-19 pandemic, the Human Resources Department would like to inform all MCVO employees of an important update regarding our company's Covid-19 leave policy.

Last January 03, 2024, Pres. Ferdinand Marcos Jr. and the World Health Organization lifted the public health emergency throughout the country.

After careful consideration and in alignment with the latest health guidelines and governmental regulations, the Management has made the decision to discontinue the COVID-19 leave policy, effective **March 17, 2024**.

The decision to discontinue the COVID-19 leave policy was not made lightly. We understand the impact this may have on our employees and their families, and we want to assure you that your health and safety remain our utmost priority.

Here are some key points to note regarding this change:

1. Use of PTO Credits: Employees who will be infected by COVID-19 virus will need to use their regular sick leave PTO credits. HR will reach out to the employees who will be affected to assist.
2. Health and Safety Measures: While the COVID-19 leave policy is being discontinued, we remain committed to implementing necessary health and safety measures within our workplace to protect the well-being of all employees. We will continue to monitor the situation closely and adjust our policies as needed in response to changing circumstances.
3. Support Resources: We understand that this change may bring about questions or concerns. Please do not hesitate to reach out to HR or your manager if you require any assistance or clarification regarding this update.

We appreciate your understanding and cooperation during this transition period. Your resilience and dedication have been commendable throughout these challenging times, and we remain grateful for your contributions to our company.

Thank you for your attention to this matter. Let us continue to work together to ensure the well-being and success of our team.

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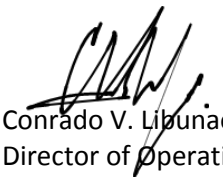
For your strict compliance and information.

Prepared by:



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Noted by:



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Nothing Follows