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

REFERENCE NO : HRD-P001-2024		**Version :**	2
TO:	ALL EMPLOYEES	**DATE:**	April 23, 2024
FROM:	HUMAN RESOURCES	**NO. OF PAGES:**	3
SUBJECT:	**Bereavement Leave Policy**		

1. PURPOSE

- To streamline the Bereavement Leave process and employee eligibility.

2. SCOPE

- All employees of MCVO Talent Outsourcing Services, OPC except project based and part-time employees.

3. DEFINITION

- Immediate family defined as the following:
    1. Single - Mother, father, siblings, step-siblings and step parents of the employee only.
    2. Married - Legal spouse, children, legally adopted child and step children of the employee only.
    3. Widower - Children, legally adopted child and Step children of the employee only.
    4. Solo Parents - Children, legally adopted child and Step children of the employee only.

- Extended family defined as the following:
    1. Single - Grandparents (parents of the employees' parents).
    2. Married - Mother, father, siblings, step-sibling, step parents, mother-in-law/father-in-law and grandparents (parents of the employees' parents).
    3. Widower- Mother, father, siblings, step-siblings and step parents, mother-in-law/father-in-law grandparents (parents of the employees' parents).
    4. Solo Parent - Mother, father, siblings, step-siblings and step parents, grandparents (parents of the employees' parents).

4. GUIDELINES

4.1 Availment of Paid days of Bereavement Leave

- Employees may avail Three (3) days paid Bereavement Leave should a death occur in an employee's immediate family.
- Employees wishing to attend the funeral of friends, non-immediate family members may take a Three (3) PTO day with the permission of his/her supervisor/manager.

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- Employees who do not have paid PTO credits but wishing to attend the funeral of friends, non-immediate family members may take a Three (3) unpaid PTO day with the permission of his/her supervisor/manager.
- Employees that need to extend their bereavement leave, may use their PTO credits or unpaid leave but subject for approval of the leads/managers.

4.2 Restrictions

- Availment of the Bereavement Leave is valid only within the Death month of the relative.
- Bereavement Leaves is non transferable
- Bereavement Leaves cannot be converted to cash

4.3. Submission of Required document/s

- Employees must submit a Certified True Copy. Death Certificate to the HR Department.
- In absence of a Certified True copy of the Death Certificate the employee may file PTO first and once the document is submitted, the HR department will credit back to the employee his/her used PTO.

5. EFFECTIVITY

5.1. This Policies & Procedures (P&P) supersede any existing policy, agreement, prior communication and/or instructions on matters covered herein that may have been issued or discussed prior to the effective date hereof.

5.2. Exceptions to the strict application of the terms of this P&P may only be accommodated upon the written approval of the CEO/Founder.

5.3. The Company reserves the right to modify, alter, amend, add and/or delete any provision of this P&P.

This Policy is effective May 01, 2024.

Prepared by:

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Noted by:

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

Conrado V. Libunao Jr.
Director of Operations

Approved by:

Cherry V. Orlina
CEO/Founder

Nothing Follows