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

REFERENCE NO : HRD-P004-2024

TO:	ALL EMPLOYEES	**DATE:**	June 5, 2024
FROM:	HUMAN RESOURCES	**NO. OF PAGES:**	4
SUBJECT:	**Sick Leave Policy**		

1. PURPOSE

The purpose of this policy is to reiterate the Sick Leave Policy based on the Employee Handbook. MCVO understands that employees can contract illness and may not feel well due to medical reasons which may hinder the employee from working efficiently.

2. SCOPE

All employees of MCVO Talent Outsourcing Services, OPC.

3. POLICY AND PROCEDURE

3.1 Sick Leave for 2 days or more

3.1.1 All employees regardless of their employment status will be required to provide a medical certificate on the day of return to work/ before the start of his/her shift. The medical check-up and a medical certificate should be done and submitted on the 2nd-day of absence.

3.1.2 Failure to submit medical documents on the 2-day of absence shall result in the Sick leave application to be invalid and will be recommended for the disapproval to the Approver/ Lead/ Manager.

3.1.3 Proper coaching or disciplinary action must be given to the employee who failed to submit the necessary medical documents.

3.1.4 Company Nurse will send an email formatted for the recommendation and result of the verification.

3.1.5 MCVO reserves the right to request a fit-to-work certification from returning employees based on their medical condition and severity of their illness.

Example: Bone fracture, viral/contagious disease, physical deformities result from an accident etc.

3.1.6 MCVO reserves the right to request a Medical Certificate with fit-to-work from employees who are on frequent SL PTO to ensure the health and safety of the employee.

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3.2 Sick Leave during Black-Out period and Critical Working days

3.2.1 During these days, all sick and emergency leaves will only be approved if employees can provide a Medical Certification or proof or urgency regardless of their employment status. Otherwise, it will automatically be considered an unexcused absence which may result in disciplinary action. Repetitive unexcused absences of the same infraction may result in further disciplinary action up to and including termination of employment.

The concerned Manager/ Supervisor/ Lead should submit the medical certificate of the team member to the company nurse. This is for strict compliance.

3.2.2 A medical certificate is required regardless if it's a 1 day SL PTO

3.2.3 This is indicated on our Employee Handbook page 44 under " Leave of Absence".

3.3 Filing and Approval of Sick Leave Application through E-services

3.3.1 All regular employees with Sick Leave Entitlement must file their SL through the company's Timekeeping System.

3.3.2 All Contractual, Seasonal and Project based employees must file their Sick Leave as Unpaid.

3.3.2 All records without approved application will be tagged as AWOL or Absence without official leave.

3.3.3 Sick leaves cannot be taken or filed ahead of time.

3.3.4 All returning employees who will be availing for their sick leave PTO shall need to submit a medical certificate address to his/her approver and to Company Nurse

3.3.5 The nurse on duty (NOD) will confirm and validate the medical certificate.

3.3.6 After validation, the nurse on duty shall give the final confirmation to the Approver/ Manager/ Lead if the submitted document is valid and authentic.

3.3.7 **Approver/ Manager/ Lead should wait for the validation of the company nurse before approving the filed SL PTO and may base his/her approval from the submitted recommendation from the NOD**.

3.3.8 Approver/ Manager/ Lead has the right to supersede the recommendation of the nurse on duty. However, if the documents submitted by the employee were found to be tampered with or falsified, the sick leave application shall be deemed unpaid and proper disciplinary action will be enforced based on the company's code of conduct.

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4. REQUIREMENTS

4.1 An employee who has incurred two (2) days or more sick leaves is required to submit a medical certificate. A medical certificate should consist of the following:

- Name of the Hospital/ Clinic
- Name of the attending physician including the PRC license number
- Clinic/Hospital Address
- Clinic/Hospital Numbers/ Email Address
- Clinic hours
- Diagnosis/ Impression
- Recommended days of bedrest (calendar days)
- Employee/Patient's Name
- Date of consultation

5. VERIFICATION OF MEDICAL CERTIFICATE

5.1 Company Nurse will verify the submitted medical certificate. Once verified, the company nurse will notify the lead/approver of the result of the verification.

6. OFFENSES AND PENALTIES

6.1 Forged or Falsified Medical Certificate

6.1.1 It is prohibited to forge or falsify a medical certificate. It is punishable by law under the Revised Penal Code Sec. 25 Article 171-172 deals with Falsification by a Public Office, Employee,or Notary or Ecclesiastical Minister and using Falsified Documents.

6.1.2 Under MCVO Employee Handbook *"Dishonesty, including falsifying or misrepresenting information on applications, timesheets, expense reports, or any Company work records."* and tag as GRAVE OFFENSE.

6.1.3 MCVO may also impose administrative sanctions against employees who submit forged medical certificates, which could range from suspension to termination.

6.1.4 Employees who forge medical certificates can also be held liable for damages if their actions harm another party. For instance, MCVO relies on a falsified medical certificate and suffers financial losses as a result, they may sue for damages.

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6.2 Non submission of Medical Certificate

6.2.1 Employees who failed to present a medical certificate will be marked as "Unexcused Absence" . 2 working days of unexcused absence may subject an employee to disciplinary action to immediate termination. Progressive discipline will be administered according to the category of offense under "Minor Offense" Section 26 of MCVO Employee Handbook.

7. EFFECTIVITY

8.1. 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.

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

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

This Policy is effective Immediately.

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Noted by:

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Nothing Follows