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

REFERENCE NO : HRD-P003-2025		**Version :**	1
TO:	ALL EMPLOYEES	**DATE:**	January 24, 2025
FROM:	HUMAN RESOURCES	**NO. OF PAGES:**	3
SUBJECT:	**New Hires 90 Days Leave**		

1. PURPOSE

The purpose of this policy is to establish clear guidelines regarding Paid Time Off (PTO) and Birthday Leave for employees within their first 90 days of employment.

By implementing this policy, the company aims to:

- Ensure smooth workforce planning and operational continuity.
- Set clear expectations regarding leave eligibility for new hires.
- Provide fair and transparent procedures for emergency leave requests.

2. POLICY

Eligibility for PTO and Birthday Leave:

- Employees within the initial 90-day evaluation period are not eligible to avail Paid Time Off (PTO).
- Paid Time Off can only be availed after the successful completion of the 90-day evaluation period.
- Birthday Leave may only be availed in the succeeding year should it fall within the 90-day evaluation period.

Emergency PTO Requests:

- In cases of emergency, unpaid time off may be considered and will be subject to management's discretion and approval on a case-by-case basis.
    - Emergency refers to medical (personal and immediate family*), domestic concerns (personal and immediate family) and calamity situations that may arise.
    - Proof of medical certificate, police report, court subpoena, or any legal document and calamity announcement/situations must be presented.
- Paternity Leave applies for legally married employees and submission of a child birth certificate is required.
- Bereavement Leave that falls under Immediate Family* can be availed and will be tagged as paid. Bereavement Leave for Non-Immediate Family will be subject to management's discretion and approval. Once approved it will be tagged as unpaid time-off. Both requests will require a copy of the death certificate submitted to the Human Resources Department.

    *Immediate family is 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 stepchildren of the employee only.
    3. Widower - Children, legally adopted children and Stepchildren of the employee only.
    4. Solo Parents - Children, legally adopted children and Stepchildren of the employee only.

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- Solo Parent Leave can be availed after a year of service with the company. Solo Parent ID with an active validity period should be submitted to the Human Resources Department.

4. SCOPE

This policy applies to all MCVO employees within their first 90 days of employment.

6 .VIOLATIONS

Any violation of this policy may result in disciplinary action, up to and including termination of Employment or Contracts. MCVO reserves the right to notify the appropriate law enforcement authorities of any unlawful activity and to cooperate in any investigation of such activity.

7. EFFECTIVITY

7.1. 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.

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

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

This Policy is effective February 16, 2025.

Prepared by:

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Noted by:

02/06/2025

Conrado V. Libunao Jr.
Director of Operations

Approved by:

Cherry V. Orlina
CEO/Founder

Nothing Follows