

Paternity Leave Benefit

1. Paternity leave is seven (7) days of paid leave granted to married male employees whose legal wife underwent delivery or miscarriage to enable him to effectively support his wife in her period of recovery and/or nursing of the newly born child.
2. Additional seven (7) days of paid leave if the employee's legal wife transferred leave credits from the 105 maternity leave benefit, provided that the wife has submitted an Allocation of Maternity Leave Credits to SSS.

Requirements

1. Paternity Leave Application in Workday
2. Marriage Certificate
3. Birth certificate of the child
4. Copy of the Allocation of Maternity Leave Credits submitted to SSS (only for the additional 7 days of paid leave)

Eligibility

1. All married DCX PH male employees regardless of employment status and tenure in the company.
2. The married male employee is living or cohabiting with his wife.
3. Applied for the first four (4) deliveries only.
4. The legal wife of the married male employee has filed the maternity notification to SSS with allocated maternity leave credits to him.

Procedures

1. The employee must notify his or her Immediate Superior and seek approval on the intended leave dates.
2. The leave application shall be made at least two (2) weeks prior to the intended leave to make necessary adjustments while the employee is on leave.
3. The filed Paternity Leave Application and attached documents will be under review and approval in Workday by Benefits Partners.

Additional Guidelines

1. The application for paternity leave will only be approved after the legal wife of the married male employee has given birth or had a miscarriage.
2. Can be taken whether continuous or on a staggered basis as long as within 60 days from the child's birth
2. If the married male employee fails to provide the requirements, the paternity leave application shall be automatically deducted from his PTO or SIL credits. If no PTO or SIL credits are available, it will be considered as leave without pay and appropriate deductions will be made.
3. The paternity leave can only be availed during the applicable year. Any unused leave credits will not be convertible to cash and will be forfeited within the same year.