



## **IBC POLICY on EMPLOYEE HEALTH, WELFARE and SAFETY**

### ***Art. VI, Sec. 11. Sick Leave***

- A. Failure to give notice without justifiable reasons as required shall subject the employee concerned to disciplinary action.
- B. Request for application for sick leave must be filed with the Department Head through the Personnel Department.
- C. In cases where formal application for sick leave cannot be made before the leave's effectivity, said formal application must be filed on the first day the employee reports for work immediately following his absence due to sickness.
- D. Upon the request of the Department Head concerned, verification of sick employees will be done through the Personnel Department.
- E. An application for sick leave may be disapproved by the Company on the following grounds:
  - i. When the company is not promptly notified of the illness and/ or when proper application is not made pursuant to the provisions of this article.
  - ii. When the illness or injury is due to the employee's criminal or anti-social act.
  - iii. When the sickness or injury is attributable to employee's own negligence or when the injury is self-inflicted.
  - iv. When the illness or injury is due to the employee's STD's, alcoholism, or drug addiction.

The Company agrees to grant all regular employees who have rendered at least one (1) year of service, a sick leave of sixteen (16) working days with pay and additional days leave with pay depending on the length of service with the Company per existing CBA. Unused sick leave may also be converted to cash over and above the reserved SIXTEEN (16) days, to be accumulated immediately after effectivity of existing CBA. Such reserve may be converted into cash by the employee at his/ her highest salary credit upon retirement under the modes provided in the existing CBA, or upon honorable separation or resignation. The same may also be availed of the employees in case of medical treatment longer than the current sick leave privileges available, upon certification by a Company physician or in his absence by a duly licensed physician.

Payment of cash conversion of unused sick leave shall be paid to the employees entitle thereto on or before the 15th of January every year per existing CBA.

### ***Sec. 13. Maternity Leave***

The Company shall allow female employees maternity leave with full pay for a period of two (2) weeks before the expected date of delivery and forty six (46) days for a normal delivery, miscarriage or abortion or a total of sixty (60) days, or sixty four (64) days after a delivery by caesarian section or a total of seventy eight (78) days, provided that she has rendered at least six (6) months of service with the Company for the twelve (12) months immediately preceding the expected date of delivery (normal or caesarian), miscarriage or complete abortion.

Extension of maternity leave, chargeable against sick leave, vacation leave, or leave without pay may be granted by the Company if the female employee is still incapacitated to work by reason of illness duly certified by her doctor and verified by the Company's physician as one resulting from delivery, complete abortion or miscarriage.

A female employee can no longer avail of the maternity leave benefits after she has had four (4) deliveries for the entire duration of her service to the Company.

A regular female employee who incurs medical and hospital expenses under this section shall be reimbursed ninety (90%) percent of actual expenses including room and board, medicines, laboratory examinations, blood transfusions, pediatrics and professional fees, subject to limitations imposed in the existing CBA after deducting Medicare and group life insurance benefits.

### ***Sec. 14. Paternity Leave***

In case of childbirth of the legitimate spouse of male employee, the Company shall grant a paternity leave with pay of a total of ten (10) days.

### ***Sec. 19. Hospitalization and Medical Benefits***

A. Hospitalization Benefits - In the event that a sick or injured employee incurs expenses for hospitalization or other forms of medical care or services while in the employ of the Company, ninety (90%) percent of his/ her expenses for the following items shall be reimbursed by the Company, after deducting Medicare and group life insurance benefits. The Company also grants fifty (50%) medical reimbursement of hospitalization expenses in case of sickness or injury of the employee's dependents as reported to the SSS.

- i. Hospital room and board
- ii. Medicine
- iii. Blood transfusion
- iv. Laboratory examination
- v. Professional fees

Provided that the illness or injury shall be certified by the Company's physician or, in his absence, a duly licensed physician, which certification shall include a

statement of hospital confinement and other forms of medical treatment or services required. A clinical or abstract summary shall also be submitted.

Should the certification be issued by a physician other than the Company's physician, such certification shall be at the discretion of the Company, be subject to verification.

In the event that the sick or injured employee chooses treatment by a physician of his own choice not otherwise affirmed by the Company physician, the professional fee to be shouldered by the Company shall be limited to ninety (90%) percent of applicable amount set forth in the table of professional fees (latest edition) published by the Philippine Medical Association, after deducting Medicare and group life insurance benefits.

For purposes of hospital benefits under this section, dependents shall cover the following:

For married employee:

- i. Legitimate spouse not gainfully employed
- ii. Legitimate children who are 21 years of age and below, unmarried and not gainfully employed.

For single employee:

- i. Legitimate parents not gainfully employed
- ii. If both parents are already deceased, full blood brothers and sisters who are 21 years of age and below, unmarried and not gainfully employed (per CBA)

- B. Annual Physical Examination- There shall be an annual physical examination of all regular employees, the expenses of which shall be borne by the Company which will include urinalysis, ECG, stool examination, blood chemistry, PAP smear (for female employee) and x-ray.
- C. Company Clinic - The Company shall maintain a clinic within the premises and shall make available competent physician, dentist, optometrist, and nurses based on the working schedules. Sufficient first-aid equipment and medicines shall be maintained in the clinic. Provincial availability of a competent physician through their Station Managers to comply with these provisions.
- D. Optical Expenses - The company agrees to shoulder up to Four Thousand Pesos (P4,000) the cost of prescribed eyeglasses within three years to employees required to use for medical reasons.
- E. Limitations to Reimbursements- It is understood that cost of reimbursements by the Company under this Section shall not be applicable to cases of suicide, self-inflicted injury or cosmetic treatment or surgery.
- F. Family Planning- Instructions and facilities shall be made available free of charge to all employees at the company's clinic or infirmary. Hepatitis B Vaccination- The Company shall grant at its expense all regular employee vaccination against Hepatitis B and to be certified by the Company Physician before vaccination.

***Sec. 21. Disability Pay***

An employee who shall suffer permanent disability in the performance of his work/duties as determined by competent physician, shall be granted disability benefits by the Company in an amount equivalent to three (3) month's salary for every year of service. A fraction of at least six (6) months shall be considered as one whole year. If said employee is qualified under the provision of long service pay, he/ she shall be retired and granted full retirement pay under the CBA or policy for non-union members whichever is higher.