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PERSONNEL POLICY MANUAL

d.) **Maternity** Leave

Female permanent and regular employees in the government service who have rendered an aggregate of 2 or more years of service shall be entitled to **maternity** leave of 60 calendar days with full pay. Those who have earned 1 year or more but less than 2 years of service shall be entitled to 60 days **maternity** leave with payment in proportion to their length of service, while those who have served for less than 1 year shall be entitled to 60 days **maternity** leave with half pay.

When a female employee wants to report back to duty before the expiration of her **maternity** leave, she may be allowed to do so provided that she presents a medical certificate that she is physically fit to assume the duties of her position.

Members of the faculty can avail of the **maternity** benefits even if the period of delivery occurs during the long vacation, in which case, both the **maternity** benefits and the proportional vacation pay shall be received by the teacher concerned. (*Section 14 of CSC MC No. 14, s. 1999*)

The commuted money value of the unexpired portion of the leave need not be refunded and that when the employee returns to work before the expiration of her **maternity** leave, she may receive both benefits granted under the **maternity** leave law and the salary for actual services rendered effective the day she reports for work. (*CSC Resolution No. 02-1420 dated October 22, 2002*)



e.) *Paternity Leave*

Married male employees are granted 7 days paternity leave provided that his legitimate spouse has delivered a child or suffered miscarriage, for purposes of enabling him to take care of and support his wife and new-born child before, during and after childbirth.

f.) *Parental Leave*

A solo-parent employee left alone with the responsibility of parenthood may avail of this leave granted by *the Implementing Rules and Regulations of RA 8972* or the *Solo Parents Welfare Act of 2000*.