

 <p>SMC STENIEL MANUFACTURING CORPORATION</p>	DOCUMENT	DOCUMENT NO	SMC-HRM-POL-2023-01-006
	POLICIES & PROCEDURE	DATE OF EFFECTIVITY	Nov. 13, 2023
	SUBJECT SOLO PARENT POLICY	REVISION DATE	N/A
	This is a controlled document. Should a revision be issued, please return the superseded document and replace it with the updated document.		3 Pages

1. POLICY STATEMENT

To promote the family as the foundation of the nation, strengthen its solidarity and ensure its total development through the granting of benefits and privileges to “Solo Parents” as embodied under Republic Act No. 8972 or “The Solo Parents’ Welfare Act of 2000”, **Steniel Manufacturing Corporation “SMC”**, hereby adopts the following policies and programs:

2. COVERAGE

All regular employees of **Steniel Manufacturing Corporation** who have complied with the requirements set forth under RA No. 8972 are covered by this Policy.

3. GUIDELINES / PROCEDURES

3.1 A Solo Parent is an individual who falls under any of the following categories:

- 3.1.1 A woman who gives birth as a result of rape or crimes against chastity even without a final conviction of the offender: Provided, that the mother keeps and raises the child;
- 3.1.2 Parent left solo or alone with the responsibility of parenthood due to death of spouse;
- 3.1.3 Parent left solo or alone with the responsibility of parenthood while the spouse is detained, or is serving sentence for a criminal conviction for at least one (1) year;
- 3.1.4 Parent left solo or alone with the responsibility of parenthood due to physical and/or mental incapacity of spouse as certified by a public medical practitioner;
- 3.1.5 Parent left solo or alone with the responsibility of parenthood due to legal separation or *de facto* separation from spouse for at least one (1) year: Provided, that he or she is entrusted with the custody of the children;
- 3.1.6 Parent left solo or alone with the responsibility of parenthood due to declaration of nullity or annulment of marriage as decreed by a court or by a church: Provided, that he/she is entrusted with the custody of the children;

- 3.1.7 Parent left solo or alone with the responsibility of parenthood due to abandonment of spouse for at least one (1) year;
- 3.1.8 Unmarried mother/father who has preferred to keep and rear his/her child/children instead of having others care for them or give them up to a welfare institution;
- 3.1.9 Any other person who solely provides parental care and support to a child or children provided he/she is duly licensed as a foster parent by the Department of Social Welfare and Development or duly appointed legal guardian by the court;
- 3.1.10 Any family member who assumes the responsibility of head of family as a result of the death, abandonment, disappearance or prolonged absence of the parents or solo parent: Provided, that such abandonment, disappearance, or absence lasts for at least one (1) year.

A change in the status or circumstance of the parent claiming benefits under this Policy, such that he/she is no longer left alone with the responsibility of parenthood, shall terminate his/her eligibility for these benefits (Based on Rules and Regulations in the implementation of RA 8972, An Act providing for benefits & privileges to Solo Parents and their Children, appropriating funds):

- 3.2 "Children" refer to those living with and dependent upon the solo parent for support who are unmarried, unemployed and below eighteen (18) years of age, or even eighteen (18) years and above but are incapable of self-support and or mentally and/or physically challenged as certified by a public medical practitioner.
- 3.3 Any solo parent after due assessment of the duly appointed or designated social worker in the area of domicile and who has complied with the conditions set forth under the law including securing and presenting to the HR Department the **Solo Parent Identification Card and** who shall have submitted a **duly notarized "Affidavit of Undertaking"** shall be eligible for seven (7) working days Paternal Leave with Pay ("PLP") per fiscal year. The said PLP shall not be commutable or cumulative and all unused PLP shall be forfeited at the end of succeeding fiscal year.

3.3.1. In addition to the foregoing requirements, a solo parent shall be entitled to parental leave provided that (Based on Rules and Regulations in the implementation of RA 8972, An Act providing for benefits & privileges to Solo Parents and their Children, appropriating funds):

- (a) He/she has rendered at least one (1) year of service whether continuous or broken; and
- (b) He/she has notified the Company of the availment thereof within a reasonable time period.

3.4 Subject to the prior approval of an employee's supervisor and presenting the Solo Parent Identification Card, an employee may be allowed to charge absences against parental leave credits for the following reasons:

3.4.1 When a child gets ill;

3.4.2 When a solo parent needs to attend to Parent-Teacher Association meetings in school;

3.4.3 For a child's enrolment and school-related purposes;

3.4.4 Other similar circumstances necessary in the performance of parental duties and responsibilities, where the physical presence of a solo parent is required.

4. **EFFECTIVITY**

This Solo Parent policy shall take place effective immediately.

For our common information and guidance.