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1.0 Objective

The Company recognizes its employees as key assets. Thus, it strives its best to assist employees meet their personal requirements through the provision of varied benefits and services. The granting of these benefits and services may be revised should there be changes in government regulations, corporate directions and/or financial standing.

2.0 Scope

This covers all benefits & services available to employees upon regular appointment, unless otherwise stated.

3.0 Details

1. Financial Security

1.1. Life Insurance

The Company draws an insurance coverage for its employees with double indemnity in case of accidental death, the amount of which depends on the employee category.

Employee Category	Amount of Life Insurance
Probationary	Php 50,000

Staff	Php 250,000 or one annual salary + Php 10,000, whichever is higher, with double indemnity in case of accidental death
Supervisor	Php 300,000 or one annual salary + Php 15,000, whichever is higher, with double indemnity in case of accidental death
Manager	One annual salary, with double indemnity in case of accidental death
Officer	One annual salary, with double indemnity in case of accidental death

Only next-of-kin may be designated by the insured as beneficiary/ies. This benefit shall be in addition to the benefit due the employee under the Retirement Plan.

Upon resignation or retirement from service, the employee may opt to convert such insurance to a permanent plan within thirty (30) days at his/her own expense.

1.2. Retirement Plan

The Company adopts a non-contributory Retirement Plan with the following requisites and features:

- a. Normal Retirement Benefit: Age 60 and with at least 20 years of service. Normal Retirement Benefit (NRB) is computed as 150% of final monthly basic salary multiplied by years of service.
- b. Early Retirement Benefit: Age 50 with at least 10 years of service; 100% of the accrued NRB upon retirement.
- c. Late Retirement Benefit: Only when approved by the Company's Board of Directors. After age 60 but not beyond age 65; 100% of accrued NRB upon retirement.
- d. Death Benefit: Whichever is higher between (a) accrued NRB as of date of death and (b) one year's pay. The benefit shall be provided under a Group Life Insurance Plan.
- e. Total and Permanent Disability Benefit: Whichever is higher between (a) accrued NRB as of date of disability and (b) one year's pay. The benefit shall be provided under a Group Life Insurance Plan.
- f. Voluntary Separation Benefit: Accrued NRB as of date of separation reduced according to the following schedule:

Years of Service	Percentage Payable of NRB
Less than 10 years	Nil
10	50%
11	55%
12	60%
13	65%
14	70%

15	75%
16	80%
17	85%
18	90%
19	95%
20 or more	100%

2. SLGFI Health Plan for Employees

Table of Benefits¹

	R&F	Supervisor	Manager	Officer
In-Patient Services				
Employee				
• Room & board (daily limit; max of 31 days)	1,000	1,500	2,000	2,500
• Special Hospital Services	As charged	As charged	As charged	As charged
• Surgical Benefit	30,000	40,000	50,000	60,000
• Physician's Visits (daily limit; maximum of 31 days, limit to be shared by a maximum of 2 physicians)	500	550	600	650
• Limit per Disability	75,000	100,000	125,000	150,000
Dependent (max of 2)	50% of employee's coverage, except for special hospital services which will be as charged.			
Out-Patient Services and Medicines				
Employee	12,500	15,000	17,500	20,000
Dependent (max of 2)	5,000	6,250	7,500	8,750
Others (For employees only, unless otherwise stated)				
• Annual Physical Exam	Standard package ² ; at the Company Clinic (for employees in Head Office and nearby branches) or accredited clinic (for others)			
• Consultations with Medical Retainers	At the Company Clinic			
• Ordinary Medicines	For first aid purposes. C/o Company Clinic.			

Definition of Terms:

In-Patient

Room and Board	Reimbursement of hospital room daily charges up to the specified daily limit and subject to a maximum of 31 days. This includes room accommodation, food services and routine nursing care
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Special Hospital Services Benefit	<p>This benefit pays for the actual cost charged by the hospital for the following:</p> <ol style="list-style-type: none"> a. Use of Operating Room and Treatment Room b. Anesthesia and Oxygen and their administration (except Anesthesiologist's fee) c. Transfusion including the cost of blood and plasma d. Medicines and curative materials e. Laboratory Services f. Films and x-rays and their interpretation and certain special
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¹Unless otherwise stated, stated amounts are annual maximum limits and are in pesos.

² Consisting of routine physical exam, urine & stool exam, dental exam, eye check-up, chest x-ray, ECG for all 40+ y/o, Chem 6 blood test & CBC, optional pap smear for women 35+ y/o, optional prostate exam (PSA) for men 45+y/o, optional mammogram for women 40+y/o.

	<p>diagnostic procedures</p> <ol style="list-style-type: none"> g. Ambulance service (only for accidents resulting in the hospitalization)
Surgical Benefits	Maximum benefit for professional charges made by the physician for performing an operation up to the maximum amount stated in the Schedule of Surgical Benefits. This includes post-operative care of the patient.
Physician's Visit	Maximum benefit for the physician's daily professional visits for treatment made in connection with a hospital confinement not involving surgery.
Disability	Shall mean all periods of disability arising from the same cause, including any and all complications therefrom.

Additionally, the following outpatient procedures shall be considered under in-patient benefit:

1. Stay of at least 6 consecutive hours in the emergency room.
2. For surgical procedures and the following other procedures, irrespective of length of stay in the hospital:
 - a. Endoscopy
 - b. Cystoscopy
 - c. Gastroscopy
 - d. Colonoscopy
 - e. Extracorporeal Shock Wave Lithotripsy
 - f. Cataract Removal
 - g. Suturing

Out-Patient / Prescribed Medicines

A benefit given if a covered employee/dependent incurs expenses at a hospital or clinic without being confined. The following benefits are considered:

- a. Consultation Fee
- b. Prescribed Laboratory, X-rays
- c. Prescribed Medicines
- d. Prescribed Diagnostic Test

Company Clinic

This shall refer to the Grepalife Building Clinic. However, should the required service/facility not be available, referrals to the Grepalife Medical and Diagnostic Clinic (GMDC) at RCBC Plaza may be made.

Guidelines

1. Benefit Period

Benefit period shall be from July 1 to June 30. Meaning, replenishment of annual limits and implementation of any changes shall be done every July 1.

2. Eligible Employees

- a. Permanent employees as of July 1 (start of benefit period).
- b. Employees made permanent after July 1, effective permanency date
- c. Pay grade as of July 1; any promotion/upgrading shall be credited at the start of the next benefit period.

3. Eligible Dependents

- a. Eligible dependents are
 - i. For employees who are married, widowed, separated or are single parents: Legal spouse (up to 64 y/o), natural/legitimate child (age 14 days – 21 y/o).
 - ii. For employees who are single: Parent (up to 64 y/o)
- b. Designated dependents should be enrolled at the start of the benefit period; any change, except in the case of a newborn, shall be done at the start of the next benefit period.
 - i. Any dependent who exceeds the age limit for coverage during the benefit period shall have his coverage terminated effective his/her birthday; he/she may only be replaced by any other eligible dependent at the start of the next benefit period.
 - ii. A newly born child may be enrolled starting 14 days old, provided that the number of dependents has not been maximized yet.
 - iii. In case of death of a dependent, he/she may be replaced by any other eligible dependent at the start of the next benefit period.
 - iv. In case of change in civil status, the change in eligible dependents shall be made at the start of the next benefit period.

- c. If spouses are both employed by the Company, only one may claim dependents.

4. In-Patient Services

- a. In-Patient services shall be provided through health cards, the cost of which shall be shouldered by the Company. The list of accredited hospitals/physicians shall be provided.
- b. Should an employee wish to provide health cards for enrolled dependents, the cost shall be charged to his account. Dependents with no health cards shall be under a reimbursement scheme.
- c. PhilHealth benefits shall first be applied prior to the GPL Health Plan.
- d. Any amount beyond the annual maximum limit shall be for the employee's account and should be settled personally with the hospital/physician.
- e. Employees and dependents with health cards should use the services of accredited hospitals and physicians. Use of non-accredited hospitals and physicians may be allowed, subject to the screening of the Company Clinic. If allowed, a maximum of 80% of authorized expenses may be reimbursed.

5. Out-Patient Services and Prescribed Medicines

- a. Charges for out-patient services and prescribed medicines shall be for reimbursement, up to the annual maximum limit. Exception shall be if these are provided by the Company Clinic, in which case it shall be directly charged to the Company's account, up to the annual maximum limit.
- b. Head Office employees should use the available facilities and consultants of the Company Clinic or Grepalife Medical and Diagnostic Clinic (GMDC) on work days/hours. Without prior clearance from the Company Clinic or GMDC, a maximum of 80% of authorized expenses shall be covered/ reimbursed for outpatient services done outside.
- c. Over the counter medicines and vitamins may be reimbursed without the need for prescription, up to a certain limit. The limit per benefit period for an employee is P2,500; for each qualified dependent, P1,000.

6. Limitations

- a. The number of days that the employee/dependent is confined in a hospital shall be considered to be the number of days for which the hospital charges for room and board.
- b. No benefit shall be payable as a result of a confinement in any hospital where care is provided to the employee/dependent without charge.
- c. No benefit shall be payable with respect to any period of hospital confinement or special hospital services unless the entire confinement and all the special hospital services so rendered and performed had been recommended and approved by a physician or surgeon.

7. Exclusions

No benefit shall be paid for the following services, products or conditions:

- a. Functional disorders of the mind/psychiatric illness such as but not limited to anxiety and depression;
- b. Non-surgical care for tuberculosis/rest cures/PTB medicines;
- c. Congenital anomalies;
- d. Sterilization of either sex;
- e. Hospitalization primarily for diagnosis, X-ray examinations, occupational/physical therapy, medical exam as prevention, or check-ups/executive check-ups not required in connection with the treatment of sickness or injury;
- f. Dental examination, extractions, fillings and general dental attention;
- g. Examination of the eyes for the glasses;
- h. Drug addiction or alcoholism;
- i. Treatment for communicable disease in epidemic proportions (to be determined by the Department of Health) requiring isolation or quarantine, e.g. smallpox, Severe Acute Respiratory Syndrome and any form of venereal disease;
- j. Infection with Human Immunodeficiency Virus (HIV), Acquired Immune Deficiency Syndrome (AIDS), AIDS Related Complex (ARC) or any opportunistic infections and/or malignant neoplasm (tumor) found in the presence of HIV, AIDS or ARC.
 - 1. For the purposes of this exclusion, the term Acquired Immune Deficiency Syndrome shall have the meanings assigned to it by the World Health Organization, at the time of hospitalization.
 - 2. Opportunistic infections shall include but are not limited to pneumocystis carinii pneumonia, organism of chronic enteritis virus and/or disseminated fungi.
 - 3. Malignant neoplasm shall include but not be limited to Karposi's Sarcoma, central nervous system lymphoma and/or other malignancies now known or which become known as causes of death in the presence of AIDS.
- k. Treatment for communicable disease in epidemic proportions (to be determined by the Department of Health) requiring isolation or quarantine, e.g. smallpox, Severe Acute Respiratory Syndrome and any form of venereal disease; l. Injuries due to insanity or self-infliction;
- m. Special nursing care;
- n. Disease or injury the care of which is provided by law;
- o. Room, board and general nursing care or special hospital services not in accordance with the diagnosis and treatment of the conditions for which hospital confinement is required;
- p. X-ray therapy, radium therapy, radium and isotopes;
- q. Cosmetic surgery for purposes of beautification except treatment of injury sustained in an accident while covered;
- r. Dermatological medicines and procedures, except for the following: Topical antibiotics, steroids, cauterization of plantar warts and Verruca ("kulugo").
- s. Any services or supplies for which no payment is required on account of the covered employee/dependent receiving them;
- t. Procurement or use special braces, appliances or equipment;
- u. Circumcision, sex transformation, diagnosis and treatment of fertility or infertility, such as artificial insemination, sterilization or reversal of such; for married female employees, prescribed oral contraceptives and injectables are allowed but only up to P2500 per benefit period.
- v. Allergy desensitization (cost of vaccine and allergens);
- w. Immunizations, except if against rabies or tetanus but limited to first 24 hours after bite/exposure;
- x. Laser treatment for the purpose or corrective eye refraction;
- y. Cost of lens for cataract surgeries;
- z. Purchase or lease of durable medical equipment, and oxygen dispensing equipment; aa. Vitamins beyond P1000 per benefit period; bb. Expenses for any kind of the following;
 - 1. Additional and/or other items outside the first admission kit and ID tag provided
 - 2. Extra bed
 - 3. Extra tray or food
 - 4. Rental of television set/cassette/radio
 - 5. Registration/admission fee
 - 6. Charges for copies of hospital records
 - 7. Newspaper
 - 8. Telephone calls
 - 9. Other similar charges not related to the direct medical treatment of the patient cc. Medical or surgical procedures which are experimental in nature or not generally accepted as standard medical treatment by the medical

profession, that may include but is not limited to Chiropractic Services, Chelation Therapy, herbal treatment and Acupuncture;

- dd. All expenses incurred in the process of organ donation and transplantation, unless the employee/dependent is the recipient of such donation or transplantation;
- ee. Routine physical examinations required in school, insurance and government licensing;* ff. Expenses in connection with pregnancy, including complications and abnormalities thereof:*
- gg. Others (acete de mansanilla, efficascent oil, pain killer, valda pastilles, sebo de macho, soap for skin disease); hh.

Handling of pre-existing conditions

- i. A "pre-existing condition" is defined as a condition for which an employee/dependent has received medical advice, consultation or treatment by a licensed physician prior to enrollment in the SLGFI Health Plan. A "condition" is any specific injury, disease or infirmity requiring medical treatment, advice, or medication including all underlying or relating conditions.
- ii. In the case of pre-existing conditions, benefits accruing to the SLGFI Health Plan may only be availed of starting 3 months (i.e., 90 days) from enrollment.
- iii. The restriction on "pre-existing condition" shall not apply to employees and dependents who are enrolled in the SLGFI Health Plan effective July 1, 2008, and continue to be enrolled thereafter.

*Annual physical exams, maternity benefits, and dental benefits are provided by the Company under a separate program.

8. General Requirements for Benefit Coverage and Availment

a. Enrollment

- i. Accomplishment of Health Plan Enrollee Data Sheet
- ii. Health Card
- iii. Accomplishment of required forms

b. Reimbursement

- i. Submission of original documents stated below to the Company Clinic (for medicine reimbursements) or Human Resources Administration Department (for reimbursement of outpatient procedures, i.e. unless done in the Company clinic, and coordination for in-patient requirements) within seven (7) working days from availment.

c. For in-patient services

- i. Properly filled-up Statement of Claim
- ii. Hospital Statement of Account
- iii. Charge Slip Tickets
- iv. Official receipts of payments (i.e., hospital bill and professional fees)
- v. Prescription and official receipts of medicines bought during confinement

d. For out-patient services

- i. Medical certificate from attending physician, stating the medical diagnosis
- ii. Official prescription for medicines and/or laboratory procedures
- iii. Official receipt of payments for professional fees, medicines, and/or laboratory procedures

2.1. Optical Assistance

The Company subsidizes the cost of optical care, which includes cost of eyeglasses in case of refraction, or change in lens within an 18-month cycle.

- Staff – Maximum of Php 1,200 every 18 months.
- Supervisors to Officers – Php1,500 optical care for first availment; Php 1,200 for change in lens &/or frame at least every 18 months thereafter.

The above may be used for a single purchase or on a staggered basis.

2.2. Dental Benefit

The Company provides free ordinary dental treatment to employees at the Grepalife Bldg. Clinic or Grepalife Medical and Diagnostic Center (GMDC). This includes ordinary cement filling, light cure treatment for the anterior teeth, tooth extraction (up to 4 per year), and annual prophylaxis.

Designated dependents may avail of one-time tooth extraction and prophylaxis per year at Grepalife Bldg. Clinic:for possible endorsement to GMDC for emergency cases.

2.3 Annual Physical Examination

To ensure fitness and sound health, the Company provides an annual physical examination, free of charge. However, any special/ follow-up diagnostic exam, treatment or medication shall be covered by the other applicable Company benefits or at the expense of the employee.

The standard exams are as follows: a.

Routine physical examination

- b. Complete Blood Count (CBC)
- c. Chem 6 Blood Test
- d. Urine and stool examination
- e. Dental examination
- f. Eye check-up
- g. Chest x-ray
- h. Electrocardiogram (ECG) for 40 years old & above
- i. Pap smear for female employees at least 35 years old (optional)
- j. Mammogram for female employees at least 40 years old (optional)
- k. Prostate examination for male employees at least 45 years old (optional)

Those who fail to undergo the annual physical examination within the prescribed period are required to do so at their personal expense and may be subject to disciplinary action.

3. Maternity Assistance

The SSS maternity benefit is a daily cash allowance granted to a female member who is unable to work due to childbirth or miscarriage. This is equivalent to 100% of the member's average daily salary credit multiplied by 60 days for normal delivery or miscarriage, and 78 days for caesarean cases.

The Company agrees to advance the SSS maternity benefit. However, in case the claim for maternity reimbursement is disapproved by the SSS, the employee shall reimburse the Company for whatever amount has been given to her as advanced SSS benefit and/or company maternity assistance.

To supplement SSS maternity benefits, the Company grants the following financial assistance for maternity requirements of its female employees:

Financial assistance of P12,000 for normal hospital delivery or P 18,000 for caesarean delivery or D&C operation, or actual authorized expenses, whichever is lower. In case of home delivery, financial assistance of P3,000 upon presentation of proof of delivery.

Any difference between SSS maternity benefit and the employee's basic salary for the authorized duration of the maternity leave.

For both of the above, eligibility, as well as maximum number of availments, shall follow SSS rules and regulations.

4. Dreaded Disease Assistance

The Company provides financial assistance to an employee who is found suffering from pulmonary tuberculosis, cancer, heart ailment, AIDS or any other dreaded disease.

An employee who goes on authorized leave of absence due to any of the above ailments should first exhaust his sick leave and vacation leave credits. Thereafter, he shall receive Php 6,000 per month for a maximum of 6 months that he is on authorized leave without pay for a qualified disease and after complying with requirements.

5. Standard Leaves (With Pay)

5.1. Vacation Leave

The Company grants vacation leave (VL) credits to employees at the end of each year of continuous service. In case of necessity to use earned credits in advance, the Company

may allow enjoyment of the same at least 30 days before the employment anniversary date (i.e., date of hiring).

The number of VL credits per year is

- 15 days – for those with 1 to 9 years of service
- 18 days – for those with 10 years of service and up

Availment of VLs are subject to attendance policies.

Accumulation of credits up to 25 days for supervisors and 30 days for all others is allowed. Any excess that remains unused as of one's anniversary date shall be forfeited. Excess of up to 5 days may be taken within a month from anniversary date.

Exception is given to staff and supervisors who may commute to cash any credit in excess of 25 days that result from deferments initiated by the Line Head due to work exigencies. When an approved VL schedule is deferred, this should be re-scheduled before the next anniversary date. Any further deferment by the Company shall result in cash conversion of affected credits.

In case of separation from the Company (except if reason is termination for cause), the employee shall be entitled to the payment of the money value of his unused VL credits including pro-rata credits, as of the effective date of his separation. Basis for conversion is last basic salary.

5.2. Sick Leave

Similar to vacation leave, the number of sick leave (SL) credits is based on length of service and are available for use after a year of continuous service. These may be availed of when an employee needs to recuperate from his illness and/or undergo a medical procedure.

The number of SL credits per year is

- 15 days – for 1-9 years of service
- 16 days – for 10 - 19 years of service
- 17 days – for 20 years of service and up

For staff and supervisors, all unused SL credits as of their anniversary date are converted to cash during the following month.

For managers and officers, unused SL credits are accumulated up to a maximum of 30 days. Any excess is converted to cash on February 25 of each year. Upon separation, all unused and earned sick leaves is converted to cash for managers and officers only.

5.3. Emergency Leave

A maximum of 7 working days shall be allowed as emergency leave (EL) for each of the following events: Death of employee's legitimate spouse, child, parent or sibling; or if his residence (permanent address, based on 201 files) is completely burned or destroyed by typhoon or other natural calamities.

In case of accident or serious illness requiring prompt hospitalization of any of the family members mentioned above, the employee shall be granted a maximum of 2 days of EL which shall be deducted from his 7-day EL benefit.

5.4. Maternity Leave

Maternity leave shall be granted in accordance with existing laws, 100% of regular pay during authorized period, net of SSS benefit. The leave period is 60 days for normal delivery, miscarriage, or abortion and 78 days for Caesarean section.

5.5. Paternity Leave

As provided under the Paternity Leave Act, a married male employee, regardless of employment status, shall be entitled to a paternity leave of seven (7) working days for the first four (4) deliveries of the legal wife.

The paternity leave may be enjoyed by the qualified employee before, during, or after the delivery by his wife, or during or after a miscarriage or abortion, provided that the same shall be availed of not later than 60 calendar days after the date of delivery, miscarriage or abortion.

Unused paternity leaves are not commutable to cash.

5.6 Birthday Leave

Jr. Assistant Managers and below are entitled to 1-day leave during their respective birthdays. If the birthday falls on a non-working day, the leave shall be taken on the working day immediately following the birthday.

5.7 Union Leave

The Company shall grant, upon prior notice and approval of Division /Department Head (to consider work load) and HR Head (to consider compliance with CBA), union leave with pay up to the number of days agreed in the CBA and for agreed purposes. This type of

leave is non-commutative and non-cumulative and not more than two (2) employees in the same unit or department may avail of said leave at the same time.

5.8 Parental Leave for Solo Parents (Republic Act #8972)

This refers to leave benefits granted to a solo parent to enable said parent to perform parental duties and responsibilities where physical presence is required as provided under Civil Service Commission (CSC) Memorandum Circular No. 08, series 2004.

An employee who meets the definition of a solo parent may avail of solo parent leave of a maximum of seven (7) working days a year if he or she has rendered at least a year of continuous or broken service. The employee must present to the HR his or her Department of Social Welfare & Development (DSWD)-issued Solo Parent Identification Card.

5.9 Special Leave for Women (Department of Labor and Employment Order # 112-A)

This refers to leave benefits for female employees following surgery caused by gynecological disorders. This is for a maximum total period of 60 calendar days per year.

For purposes of determining the actual leave period, the employee should submit to the Medical Director the certification of a competent physician as to the required period of recuperation.

To be qualified, the employee should have rendered a continuous aggregate employment service of at least six (6) months in the last 12 months.

6. Special Leaves

6.1. Study Leave

Employees who are preparing for the Bar or Board Examinations, or writing their masteral thesis, may be granted an educational leave up to a maximum period of 6 months for Bar and Board Exams and 1 month for masteral thesis. The period is chargeable against vacation leave credits or if none/insufficient, shall be without pay.

Further, this may be granted only to employees with at least a year of continuous service.

6.2. Prolonged Leave without Pay

In appropriate and meritorious cases, the Company may allow an employee who has rendered at least a year of continuous service to go on leave for a maximum of 30 calendar days without pay.

7. Employee Welfare

7.1. Uniforms

Employees below Officer level are provided uniforms that are periodically replenished and which they are required to wear at work.

The standard set of uniforms and replenishment periods are as follows:

- Female employees: 5 sets of prescribed uniform every 18 months.
- Male employees: 5 sets of upper wear and 3 pairs of pants every 12 months

In the event a new employee becomes covered within six (6) months prior to a scheduled change in uniform, s/he shall have to wait for such change before being issued his first set.

If an employee resigns within 6 months from receipt of the uniforms, he/she shall reimburse the Company for the entire cost of the uniforms. If employee resigns after 6 months but less than a year after receipt of the uniforms, he/she shall reimburse 50% of the cost.

In case of loss, damage, or gain in weight, the Company shall provide the employee a new set of uniforms at the employee's expense.

As uniforms are provided for proper identification as company employees, old or current uniforms (particularly those with designs specific to the Company) should not be given/sold to non-authorized wearers.

7.2. Service Award

The Company has institutionalized the granting of service awards starting at 5 years and every 5 years thereafter in the form of cash and plaque of appreciation. Award is given at the end of the calendar year.

Service Years	Cash Gift
5	Php 3,000
10	6,000
15	8,500
20	15,000
25	18,000
30	23,000

35	23,000
40	23,000

7.3. Calamity Assistance

The Company shall grant a financial assistance of Php 25,000 to an employee whose permanent residence is completely destroyed by fire, earthquake, typhoon, landslide, flood, or any other natural calamity, provided that said residence is the employee's officially registered permanent residence (based on 201 files) and adequate evidence of loss is presented.

For partial destruction (at least 50%) for same causes as above, a proportionate amount shall be given by the Company.

7.4. Bereavement Assistance

In case of death of the employee or an immediate member of his family (parent, legal spouse, or legitimate child), the Company shall contribute the amount of Php 25,000 as way of financial assistance, provided evidence of such is presented.

In case of unmarried employees, "immediate family" shall include parent (Php 25,000) and unmarried sibling (Php 20,000) provided that the sibling is under 18 years of age, or if over 18 years old, is physically or mentally incapable of self-support and is dependent in fact upon the employee.

7.5. Scholarship Grants of AY Foundation

Through the AY Foundation, , employee's dependents may apply for scholarship grants for elementary, secondary or tertiary levels subject to requirements and qualification standards set by the Foundation.

8. Loan Facilities

All loans are subject to the availability of funds and continuing partnership with loan providers. In case of separations, the loans become due and demandable.

8.1. Emergency Loan

Regular employees may apply for an interest-free Emergency Loan equivalent to 3 months' basic pay or Php 100,000 whichever is lower, and to be used for the following authorized purposes:

- Serious illness of employee/immediate family member (parent, spouse, child or sibling) that requires hospitalization or special treatment, the cost of which is beyond the limits of the Company's Health Plan and/or Group Optional Plan.
- Repair of permanent residence (based on 210 files) due to calamity or fire, the cost of which is either excluded or is beyond the Company's calamity assistance.

The loan application is subject to the 30% rule on net take home pay. It is payable over 12 consecutive months, through semi-monthly payroll deductions.

If one has less than 10 years of service in the Company, he is required to have a comaker. Qualified co-maker is a co-employee with at least 10 years of service in the Company. Should the co-maker separate from the Company before the loan is fully paid, the employee shall be required to find a new co-maker for the loan balance.

8.2. Tuition Loan

Regular employees may apply for interest-free Tuition Loan up to Php 25,000 for the payment of their or their qualified family member's (parent, spouse, child or sibling) tuition fees.

Covered are kindergarten (highest level), elementary, high school, collegiate and postgraduate courses. Short courses, day care and pre-school are not covered.

The loan application is subject to the 30% rule on net take home pay. It is payable over 12 consecutive months, through semi-monthly payroll deductions.

Loan application and availment may be made any time during the year. Re-availment may be done once current loan is fully paid. The loan may be used for more than one person, as long as the aggregate amount is within the maximum loanable amount and requested at the same time.

8.3. Salary Loan - c/o tie-up with RCBC Savings Bank

RCBC Savings Bank extends loans for multiple purposes to employees with at least 2 years of service.

This is subject to a 50% rule on take home pay and the 25%-30% rule on outstanding loan amortizations from other sources. Loan repayment is made through payroll deductions.

9. Employee Facilities and Services

9.1. Cafeteria

The Grepalife Building Canteen offers reasonably priced meals for breakfast, lunch and snacks. Operating hours are from 6:30 am to 5:00 pm, work days.

9.2. Chapel

The Grepalife Building Chapel is open for employees' spiritual needs. A daily mass is set at 12.05 noon on work days.

9.3. Sports and Recreation Programs

Employees are encouraged to join the Company's social and sports activities. These activities are designed to promote camaraderie and friendship among employees.

Description / Title	Name List	Sign-off and Approval	
Reviewer(s)		Reviewer's Sign-off	
Business Representative			
Approver(s)		Approval Sign-off	
Business Manager			