



Office Circular No.: 23 – 003
Series of 2023

GUIDELINES ON GRANT OF PARENTAL LEAVES FOR SOLO PARENTS

A. RATIONALE

Pursuant to the provisions of Republic Act No. 8972 otherwise known as Solo Parent Welfare Act of 2000, and Republic Act No. 11861, otherwise known as Expanded Solo Parents Welfare Act, the Guidelines on Parental Leave is hereby being proposed to adhere with the Philippine laws and regulations and to support the solo parent employee/s in raising their child/ren in accordance with the provision of the law and its IRR.

B. OBJECTIVES

These guidelines are prepared to determine the scope and appropriate implementation for the grant of parental leaves for solo parents who are employed in LBP Leasing and Finance Corporation (LLFC).

C. COVERAGE

These guidelines shall cover officers and employees who may fall under any of the following categories who are considered as solo parents:

1. A parent who provides sole parental care and support of the child or children due to:
 - a. Birth as a consequence of rape, even without final conviction: Provided, That the mother has the sole parental care and support of the child or children: Provided, further, That the solo parent under this category may still be considered a solo parent under any of the categories in this section;
 - b. Death of spouse;
 - c. Detention of the spouse or serving sentence for a criminal conviction for at least one (1) year;
 - d. Physical/mental incapacity of spouse as certified by public medical practitioner;
 - e. Legal separation or de facto separation for at least six (6) months, and the solo parent is entrusted with the sole parental care and support of the child or children;
 - f. Declaration of nullity or annulment of marriage, as decreed by a court recognized by law, or due to divorce, subject to existing laws, and the solo parent is entrusted with the sole parental care and support of the child or children;
 - g. Abandonment by the spouse for at least six (6) months.
2. Spouse or any family member of an Overseas Filipino Worker (OFW), or the guardian of the child or children of an OFW: Provided, That the said OFW

belongs to the low/semi-skilled worker category and is away from the Philippines for an uninterrupted period of twelve (12) months: Provided, further, That the OFW, his or her spouse, family member, or guardian of the child or children of an OFW falls under the requirements of this section;

3. Unmarried mother or father who keeps and rears the child or children;
4. Any legal guardian, adoptive or foster parent who solely provides parental care and support to a child or children;
5. any relative within fourth (4th) civil degree of consanguinity or affinity of the parent or legal guardian who assumes parental care and support of the child or children as a result of the death, abandonment, disappearance or absence of the parents or solo parent for at least six (6) months: Provided, That in cases of solo grandparents who are senior citizens but who have the sole parental care and support over their grandchildren who are unmarried, or unemployed and twenty-two (22) years old or below, or those twenty-two (22) years old or over but who are unable to fully take care or protect themselves from abuse, neglect, cruelty, exploitation, or discrimination because of a physical or mental disability or condition, they shall be entitled to the benefits of this Act in addition to the benefits granted to them by Republic Act No. 9257, otherwise known as the 'Expanded Senior Citizens Act of 2003; and
6. A pregnant woman who provides sole parental care and support to the unborn child or children.

D. DEFINITION OF TERMS

Children or dependents	Refer to those living with and dependent upon the solo parent for support who are unmarried, unemployed and twenty-two (22) years old or below, or those over twenty-two (22) years old but are unable to fully take care or protect themselves from abuse, neglect, cruelty, exploitation or discrimination because of a physical or mental disability or condition; <i>Provided</i> , that children or dependent/s entitled to be supported beyond the age of majority shall be limited to those who are in school or in training for some profession, trade or vocation, consistent with and as provided in Article 194 of Executive Order No. 209 (E.O. No. 209), or The Family Code of the Philippines; <i>Provided</i> , further, That this definition shall only apply for purposes of availing of the benefits under RA 11861;
Family	Solo parent and his/her child/ren; Provided, however, that the family members referred to in Sec. 3, paragraph (a)(10) of R.A. 8972 and Art. 3, Sec. 6, paragraph (b) (10) of the IRR shall include any relative by consanguinity up to the fourth civil degree. These persons shall include, but are not limited to, any uncle, aunt, grandfather, grandmother, niece, nephew, or cousin;
Parental Care	Refer to the acts of nurturing and providing for the basic needs. Health care, mental and physical safety. Emotional support and development of personality of the child, or dependent/s, and do not depend solely on the financial capability of or support given by the person obligated to support.

Parental Leave	Leave benefits granted to a solo parent to enable the performance of parental duties and responsibilities where physical presence is required or beneficial to the child/ren.
Solo Parent Identification Card (SPIC)	Refers to the identification card issued to the solo parent as his/her competent proof of identification and the primary evidence of his/her status as a solo parent to enable him/her to avail of the benefits under this Act;

E. CONDITIONS OF ENTITLEMENT

A solo parent employee shall be entitled to the seven (7) days parental leave for every year, provided that:

1. He/She has rendered at least six (6) months of service, whether continuous or broken to the Corporation;
2. He/She has presented a valid SPIC to the HR Unit, which may be obtained from the DSWD office or municipality where he/she resides; and
3. He/She has notified the HR and/or immediate superior at least three (3) days prior to its availment, staggered or continuous subject to the approval of the authorized approver through ESS, except in the event of the emergency cases; and

F. DELIMITATION OF PARENTAL LEAVE

1. Parental leave shall not be convertible to cash and will be forfeited in case it is unused during the year.
2. Parental leave shall be discontinued or terminated if the status or circumstance of the solo parent has changed, such that he/she is no longer left alone with the responsibility of parenthood;
3. Contingency or emergency leave provided by LLFC policies or CNA, as well as the three (3) days Special Leave Privileges provided for under Section 21, Rule XVI of CSC Memorandum Circular No. 41, s. 1998, shall not be credited as compliance with the parental leave provided for under these guidelines.

G. CIRCUMSTANCES OF AVAILMENT

A solo parent employee may avail the parental leave with the following circumstances:

1. To attend the personal milestones of child/ren such as birthdays, graduations, first communion and other similar events;
2. To perform parental obligations such as enrollment and attendance to in school programs;
3. To attend medical, social, spiritual, and recreational needs of the child/ren; and
4. Other similar circumstances to perform the parental duties and responsibilities, where physical presence is required

H. DUTIES AND RESPONSIBILITIES

1. The solo parent employee shall submit the required documents which are expected to be true and correct. Falsified documents or any misrepresentation will be administratively liable without prejudice to criminal liability and to the Corporation according to the corresponding sanctions based on Code of Conduct. The solo parent employee shall also be responsible in informing LLFC for change in his/her status.

2. The President and CEO of the Corporation shall approve or disapprove the application for the entitlement to parental leave. Disapproved parental leave must be based on justifiable reason.
3. The HR Unit shall evaluate and verify the supporting documents submitted and monitor the implementation of the guidelines. If necessary, the HR unit shall facilitate conduct of investigation to determine if grounds for termination and withdrawal of the benefit exist.

I. SPECIFIC GUIDELINES AND PROCEDURES

A solo parent employee who will apply for parental leave shall comply with the following requirements and procedures.

1. Prepare a memo address to the President and CEO for the approval of his/her request for the entitlement to parental leave for solo parents with the attached photocopy of updated Solo Parent Identification Card (SPIC) from the City/Municipal Social Welfare and Development Office. The same shall be submitted to HR Unit for verification. The attached photocopy of updated Solo Parent Identification shall be validated against original copy of the SPIC.
2. After verification, HR Unit shall endorse the memo for approval of the President/CEO.
3. Once approved, HR Unit shall update the leave balance in the system to reflect the additional parental leave.
4. To use the parental leave, a solo parent employee must file it through the Employee Self-Service (ESS) at least 3 days prior the date requested, except on the emergency cases, to be approved by the immediate superior and/or Group Head.

J. REPEALING CLAUSE

All orders issued inconsistent herewith shall be deemed superseded/amended.

K. EFFECTIVITY

These guidelines shall take effect on 23 February 2023.


MICHAEL P. ARAÑAS**President/CEO****Date:** 