



NATIONAL UNIVERSITY

Education that works.

EMPLOYEE MANUAL


<i>Prepared and edited by:</i> Solutions Foundry, Inc.	<i>Reference No.</i> ADM – HR – D – M – 001(02)
	<i>Date of Effectivity</i> December 1, 2019



NATIONAL UNIVERSITY

Title: EMPLOYEE MANUAL	Reference No. ADM – HR – D – M – 001(02)
	DEPARTMENT HUMAN RESOURCES
	Copies to ALL UNITS
<small>This is a controlled document. Photocopying or printing of this document, without the controlled mark, shall make this document an uncontrolled copy.</small>	

MANUAL APPROVAL AND DISTRIBUTION LIST

Prepared by:	Checked by:
 Solutions Foundry Inc.	Avelino D. Palupit Human Resources Senior Director
Date:	Date:

Concurred by:		Approved by:
Noli G. Valera, Ph.D. Quality Management Office Director	Jose Nilo J. Ocampo Vice President for Administration	Renato Carlos H. Ermita, Jr., Ph.D. President
Date:	Date:	Date:

DISTRIBUTION LIST	COPY	RECEIVED
Quality Management Office	Original	
Office of the President	Copy 1	
Office of the Vice-President for Administration	Copy 2	
Human Resources Office	Copy 3	



Title: EMPLOYEE MANUAL	Reference No. ADM – HR – D – M – 001(02)
	DEPARTMENT HUMAN RESOURCES
	Copies to ALL UNITS

This is a controlled document. Photocopying or printing of this document, without the controlled mark, shall make this document an uncontrolled copy.

Section 11	Certificate of Employment
CHAPTER 5	WORK REGULATIONS
Section 1	Policy Statement
Section 2	Work Schedule
Section 3	Recording Hours Worked
Section 4	Official Business
Section 5	Attendance and Reporting for Work
Section 6	Tardiness and Under time
Section 7	Overtime
Section 8	Rest Day and Holidays
Section 9	Suspension of Work
Section 10	Official Travel Policy and Guidelines
CHAPTER 6	WAGES AND SALARY ADMINISTRATION
Section 1	Policy Statement
Section 2	Frequency, Cut-off and Pay Dates
Section 3	Payroll Requirements
Section 4	Withholding Tax on Earnings
Section 5	SSS, Philhealth and Pag-ibig Fund Contributions
Section 6	Other Payroll Deductions
Section 7	Pay Structure
Section 8	Pay Computation
Section 9	Salary Adjustment due to Tuition Fee Increase
Section 10	Manner of Salary Release
Section 11	Pay Advances
Section 12	Payroll Complaint Process
CHAPTER 7	BENEFITS AND PRIVILEGES
Section 1	Policy Statement
Section 2	Statutory Benefits
Section 3	Government Mandated Benefits
Section 4	National U Initiated Benefits
Section 5	Sick Leave
Section 6	Vacation Leave
Section 7	Emergency Leave
Section 8	Paternity Leave
Section 9	Solo Parent Leave
Section 10	Special Leave for Women
Section 11	Educational Benefits
Section 12	Maternity Benefit
Section 13	Bereavement Benefit
Section 14	Medical Benefits
Section 15	Retirement
Section 16	Longevity Pay
Section 17	De Minimis Benefits

Date of Effectivity	December 1, 2019	<i>Control Mark</i>	Page 5 of 122
Supersedes	2015 version		

SECTION 11: PAY ADVANCES

11.1 Pay advances are not allowed in any circumstance.

SECTION 12: PAYROLL COMPLAINT PROCESS

12.1 For those who may have payroll adjustment requests, the following must be observed through the Payroll Office:

- 12.1.1 Accomplish a Payroll Dispute Form;
- 12.1.2 Indicate the date of payroll and the amount of deductions;
- 12.1.3 Attach the pay slip and other pertinent documents/records, e.g. OB, Leave form, certifications, etc;
- 12.1.4 Submit all documents to the HR;
- 12.1.5 HR and Payroll Office shall review the claim and should the complaint be valid, additions and/or deductions shall be made in the pay computation and released on the next pay day.

Date of Effectivity	December 1, 2019	<i>Control Mark</i>	Page 56 of 122
Supersedes	2015 version		