

**[ DOLE DEPARTMENT ORDER NO. 112-11, March 11, 2011 ]**

**GUIDELINES GOVERNING THE IMPLEMENTATION OF THE SPECIAL LEAVE BENEFITS FOR WOMEN EMPLOYEES IN THE PRIVATE SECTOR**

Pursuant to Section 21 (B) of the Implementing Rules and Regulations of Republic Act 9710, otherwise known as the "Magna Carta of Women", the following guidelines relative to the application of the special leave benefits for women is hereby issued for the guidance and compliance of all concerned.

*SECTION 1. Definition of Terms* - As used in these Rules, the following terms shall mean:

- a. Special leave benefits for women refers to a female employee's leave entitlement of two (2) months with full pay from her employer based on her gross monthly compensation following surgery caused by gynecological disorders, provided that she has rendered continuous aggregate employment service of at least six (6) months for the last 12 months. This two-month leave is in addition to leave privileges under existing laws.
- b. Gynecological disorders, refers to disorders that would require surgical procedures such as but not limited to, dilatation and curettage and those involving female reproductive organs such as the vagina, cervix, uterus, fallopian tubes, ovaries, breast, adnexa and pelvic floor, as certified by a competent physician. For purposes of the Act and the Rules and Regulations of this Act, gynecological surgeries shall also include hysterectomy, ovariectomy, and mastectomy.

*SECTION 2. Conditions to Entitlement of Special Leave Benefits* - Any female employee, regardless of age and civil status, shall be entitled to a special leave, provided she has complied with the following conditions:

- a. She has rendered at least six (6) months continuous aggregate employment service for the last twelve (12) months prior to surgery;
- b. She has filed an application for special leave in accordance with Section 3. hereof.
- c. She has undergone surgery due to gynecological disorders as certified by a competent physician.