# **Paternity Leave Checklist for Employees in the Philippines**

**Before the Childbirth**

☐ **Confirm Your Eligibility**

* You are **legally married** to your wife.
* You are **currently employed** (regular, probationary, contractual, or project-based).
* You live with your spouse (or are temporarily separated due to work).
* Your spouse is giving birth for the **first to fourth time** (paternity leave applies only to the first 4 deliveries).

☐ **Notify Your HR/Employer Early**

* Inform HR of your spouse’s pregnancy and expected delivery date.
* File your **intent to take paternity leave** as early as possible.

☐ **Prepare Required Documents**

* **Marriage Certificate** (NSO/PSA or certified true copy)
* **Medical Certificate or Ultrasound** confirming pregnancy and estimated delivery date
* Any **company-specific leave form or portal** requirements

**During or Immediately After Childbirth**

☐ **Submit Post-Birth Documents**

* **Child’s Birth Certificate** (PSA or hospital-issued)
* Update HR with actual delivery date to finalize leave dates.

☐ **File Your Official Leave Request**

* Follow your company’s internal process (some may require leave filing through HRIS or manual forms).
* Clearly indicate the start and end date of your leave.

☐ **Check if You Can Claim Extra 7 Days**

* If your spouse is a government or private employee covered by the **Expanded Maternity Leave Law (RA 11210)**, she may **transfer 7 days** of her maternity leave to you.
* Submit a **written agreement** or request between you and your spouse to HR.

**While on Leave**

☐ **Maximize the Time with Family**

* Use the time to bond, assist your spouse, and adjust to family life.
* You are entitled to **7 working days** of fully paid leave (and possibly **+7 extra** days if transferred).

☐ **Stay Accessible if Needed by HR**

* Be reachable in case your employer needs additional documents or clarification.

**After Returning to Work**

☐ **Submit Any Remaining Documents**

* If you filed leave post-birth, complete all retroactive filing requirements.

☐ **Check Your Payslip**

* Ensure your **paternity leave was paid in full** (this should not be charged to your leave credits).

☐ **Review Leave Balances**

* Ask HR for an updated leave summary to confirm no deductions were made in error.

**Bonus Tip:** Always check your **company handbook or speak to HR** for any internal requirements or additional benefits beyond what’s mandated by law.