

Carnaxide Site FAQs - Time Management - Quotas

Carnaxide Site FAQs - Time Management - Quotas

If you don't find the answer to your question, please contact the HR support: [DIGITAL WORKPLACE](#)

- **I am a Trainee, do I have the right of family assistance company benefit? If yes, how many days?**

No, you are not entitled to family assistance.

- **Can the Family Assistance quota be used even if the assistance is abroad? In case it is, is it needed to deliver a documentation in English or is it enough in local language?**

Yes, the Family Assistance quota can be used for assistance abroad. The document can be in the local language, as long as it's an official language of SBS

- **What is the quota for family assistance? What happens if I exceed that quota?**

The family assistance quota is a benefit that SBS gives to all employees. It is a justified and paid absence in case the employee has the need to assist a family member, namely direct ascendance and descendance, in case of sickness. To use this quota you need to hand in a justification to HR Global Contact Center and the absence will be updated in the system as family assistance paid. When you exceed the 10 days per year, you are still entitled to the justified absence, but it will not be paid by the company.

The absences for family assistance are justified, but not paid by SBS are as follows, the ones covered by SS:

- 30 days per year for assistance to child under 12 years old;
- 15 days per year for assistance to child older than 12 years old, and spouse.

These days are paid by Social Security and the employee should request it to SS.

- **What does the quota "Overtime Compensation" mean?**

This quota shows the nr. of hours (in units) that you are entitled for rest due to Overtime. To book this compensation on HR e-Services you should use the justification "Compensation time for overtime SBS"

- **What does the quota "Leave on 1st year" mean?**

This quota shows the nr. of holidays you have on your 1st year contract as well as the remaining days. Maximum vacation days on 1st year is 20 days and validity is the end of June next year.

- **I have positive Flextime. Will my flextime balance be transferred to the following month?**

A maximum of 16 positive hours will be transferred to the following month. You should use your flextime as much as possible during the month. To do that, when recording absence select "Aus.Justific.Reduc.FlexTime".

- **It's my 1st year in the company, how many holidays am I entitled to and when am I allowed to start taking them?**

In the 1st year the employee has the right to 2 days per complete month. The maximum annual leave is 20 days for the 1st year. By law in the first year of work contract, you are allowed to take holidays after 6 months of contract. If your supervisor approves, you are allowed to take holidays whenever agreed between you both.

- **I want to resign my contract, but I still have days of holidays that I haven't enjoyed. Will I loose them?**

No, those days will not be lost. The days you are entitled will be paid in your last salary as remaining leave ("Férias não Gozadas").

Date last updated: 26 Dec 2023