

FAQs para todo Portugal - Gestão de Horas/Tempo - Ausências

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Se não encontrou a resposta para a sua pergunta, por favor contacte o serviço de RH aqui:
[DIGITAL WORKPLACE](#)

- **I am part of the polling stations staff (elections for the representative bodies of the State, Municipalities etc.), which documents should I provide?**

You should send to your Human Resources department a document that testifies your call to the polling station and an additional document that proves your presence there.

- **By joining the polling stations during elections, should I inform Solvay with some time in advance?**

Yes, you should notify your manager/superiors right after you receive the call to become a member of the polling stations.

- **In the event that a relative passes away, how should I justify my absence?**

It is expected that you inform your manager when the death of the relative takes place. Upon returning to the workplace, we ask that you send the death certificate by [opening request](#) to the HR support.

- **In case a relative passes away, how many days of work can I miss?**

In the event that the employee's spouse, parent or others passes away, the employee can take justified absences from work by the time of the death:

a) up to five consecutive days: due to the death of spouses not separated from persons and assets or a person who is in a de facto union or common economy with the employee, as well as their parents, children, stepchildren, in-laws, sons-in-law or daughters-in-law, stepfathers and stepmothers
b) up to two consecutive days: death of grandparents, great-grandparents, grandchildren, great-grandchildren, brothers and brothers-in-law of the employee or their spouse

- **How can I justify my absences due to family assistance?**

You should inform your superiors by phone and send to your HR department the "Certificate of Temporary Disability for Work due to Illness". This certificate should be attested by the family doctor or by the hospital in case of hospitalization, or deliver the medical certificate by [opening request](#) to the HR support.

- **How many days of work can I miss due to family assistance?**

Absences due to family assistance are justified under the following terms: - Absence due to assisting a child: to assist on the illness or accident of children under 12 years old, or without age limit, in a situation where the child is disabled or suffers from a chronic disease, the employee is entitled to miss work 30 days per civil years, followed or interpolated, throughout the entire period of the expected hospitalization. To assist on the illness or accident of children above 12 years old, the employee is entitled to a maximum period of 15 days of absence, followed or interpolated, in each civil year. Observation: in regards to the periods of said absences, 1 day is added per child besides the first. The justified absences for child assistance should be taken together by the mother and father. Absences taken due to child assistance are entitled to an allowance provided by Social Security, according to the current legislation. - Absence due to assisting a family member: in order to assist a spouse, father, mother and grandchildren, the employee has the right to now show up for work up to 15 days a year, in case it is imperative for the employee to assist on the family member's illness or accident. Note: in case the spouse is disabled or suffers from a chronic disease, the employee can miss more 15 days of work per year. The absences taken due to spousal, parental or grandchildren assistance are justified but not entitled to allowance from Social Security.

- **How can I request a leave to breastfeed or nurse my child?**

In order to have a waiver/leave to breastfeed, you should inform the company at least 10 days ahead of your intention. You must provide a medical certificate by [opening request](#) to the HR support in case the leave carries on after the child's first year. In regards to nursing the baby, the parent should: - Inform the company of this need, at least 10 days ahead; - Provide document that expresses mutual decision of the parents and which one will be nursing the newborn; - Prove that the other parent is working and has informed their respective employer of this mutual decision.

- **How much time can I take to have my breastfeeding or nursing waiver?**

The daily waiver for breastfeeding/nursing is taken in two different periods of the day with the maximum duration of 1 hour, unless there is a different system agreed by the company. If there were multiple births, 30 minutes will be added per twin besides the first child. The mother who breastfeeds is entitled to take time off during the breastfeeding period, although, in case said period exceeds 1 year, a medical certificate should be provided. In regards to nursing, the mother or the father have the right to have this waiver until the child turns 1 year old.

- **What is the deadline for submitting documents justifying absence due to illness?**

The "Certificate of Temporary Incapacity for Work by State of Illness" must be delivered to the Company as well as to Social Security, within five days.

- **What documents should I provide to the company in case of absence due to illness??**

You should call your manager and send the "Certificate of Temporary Disability for Work due to Illness", signed by the family doctor or the hospital in case of hospitalization, or you could provide the medical certificate by [opening request](#) to the HR support.

- **Until what time of the year am I allowed to have last year's vacations?**

Employees with a non-term contract are allowed to have vacations until April 30th of the following civil year, as per agreement between the company and the employee.

- **How many consecutive days of vacation am I expected to have?**

Employees with a non-term contract must take, minimum, a period of 10 consecutive working days.

- **Can I take next year's vacations in advance?**

Next year's vacations cannot be taken in advance.

- **Can I take vacations without them being approved beforehand?**

Vacations can only be taken after they are approved by your manager/superiors.

- **When a child is born, how many days am I entitled to have?**

Initial parental leave: both mother and father have the right, upon birth of the child, to take an initial parental leave of 120 or 150 consecutive days, which can be shared after the labor. In the event of multiple births it is expected that 30 days are added per child (besides the first child) for that period. Parental leave for the mother: the mother should take up to 30 days of initial parental leave before the birth and take a mandatory leave of 6 weeks after the birth. Parental leave for the father: it is mandatory for the father to take 20 working days, followed or interpolated, during the 30 days following the birth of the child. 5 of those days should be followed right after the labor. Additionally, the father has the right to have 5 working days of leave, followed or interpolated, as long as they are taken simultaneously with the mother's initial parental leave. In case of multiple births, 2 days are added per twin besides the first. Information will be provided by the Human Resources department.