

# Carnaxide Site FAQs - Time Management - Absences

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

- **As a student-worker, does the company give me time to attend school lessons? If I am absent from work to have a school exam, how can I justify?**

There is no specific time off provided by the company to attend classes. However, because of the flexible work schedule, it is possible to try to find the best working schedule to allow employees to attend their classes. If you miss a day from work to have a school exam, you should hand in a justification from University declaring your presence via [Digital Workplace](#). You are entitled to take a day off before the exam and the exam day.

- **I need to go to a medical appointment during the working schedule, do I have to deliver a medical justification? How about a medical appointment due to a work accident?**

By law, medical appointments are not justified paid absences. Therefore, anytime the absence is foreseen you need to agree with your supervisor, and after the appointment, you have to deliver the paper proof, by ticket to the HR Global Contact Center. Delivering justifications of medical appointments due to a work accident follow the same procedure, you need to bring a certificate of the medical appointment from the clinic and deliver it by opening request in [Digital Workplace](#).

- **For how long am I entitled to the breast-feeding (nursing) leave?**

The breast-feeding (nursing) leave is a reduction of 2 hours of the daily work schedule, until the baby is 1 year old. It can be used either by the mother or the father, and you have to inform the Company before your return to work after the parental leave. It is to be used in two distinct periods of one hour (maximum), however it is possible to use the 2 hours consecutively, if your supervisor has approved it. In case of birth of multiple babies, the leave is increased in 30 minutes for each baby other than the first. After the baby is 1 year old, if the mother is still breast-feeding she is entitled to continue using this leave, but she has to deliver in HR Regional Office a statement from the doctor confirming the situation. A new medical declaring the breastfeeding status, should be delivered each 3 months in case you want to renew the extension.

- **I was sick and went to the doctor. Will my absence be paid? What is the procedure to follow in case of illness?**

Please contact and inform your supervisor. In case of extended sick leave, please send the doctor's certificate by [opening a request](#) to HR support.

- **Does the company give me time to participate on my children's school meetings?**

If you are the child's guardian (encarregado de educação) you are entitled by law to 4 hours per trimester, per child, and per each school year, to attend school meetings concerning the child. Please remember that you must deliver the justification by [opening a request](#) to HR support.

- **I have accumulated some holiday days from last year. What is the maximum of days that I can take for annual leave in one year?**

You can take a maximum of 30 holiday days in one year. Exceptionally it can be accepted more than 30 days (upon request to the HR site)

- **In case I am on Maternity Leave, when can I use my holidays?**

There is no restriction once your holidays are approved.

- **I have accumulated some holiday days from last year. What is the maximum of days that I can take for annual leave in one year?**

You can take a maximum of 30 holiday days in one year. Exceptionally it can be accepted more than 30 days (upon request to the HR site)

- **How many consecutive days of holidays should I take off?**

All employees must take at least 10 consecutive workdays per year. Mandatory for non term contracts.

