

PTOs & Leaves

What is a PTO?

It stands for Paid Time Off. You can see more [here](#). They are generally used for:

- Vacations
- Birthday
- Study or exams
- Parental Leaves
- Paperwork like Visas, etc.

or whenever you need that is not a [Sick Leave](#).

How many PTOs do I have?

24 PTOs a year in your bucket! YES, *almost* 5 WEEKS 🥳

- You can take it at your discretion but follow the process for letting everyone know
- You may use them to match your country's local or US holidays
- Christmas (Dec 24th and 25th) and New year's eve (Dec 31st and Jan 1st) do not discount here 🥳!

How are these PTOs accumulated?

Accrue: The ratio is 1:2. For each worked month, you accrue 2 PTO days.

If you started 📅 Sep 1st, for Dec 1st you'd own 6 PTO days 🥳, since you worked 3 full months.

If you started 📅 Jul 5th, for Feb 5th you'd own 14 PTO days 🥳, since you worked 7 full months.

If you started 📅 Aug 30th, for Dec 30th you'd own 8 PTO days 🥳, since you worked 4 full months.

You can start using them right after the 1st month is completed

- Some exceptions apply such as PTOs agreed to during the hiring process

Taking PTOs

Availability

First of all, you should check your available PTOs to know where you are. In order to do it, just fill 🙌 [this form](#)!

You will get an email with the list of taken PTOs as you have logged them, as well as a field with the remaining PTOs you have left 🥳!

At the end of the email you will find the link to access your personal PTOs Request Form, please DO NOT share this form with other Team Members.

Plan

Anticipation rules: the more continuous days you want to take, the **longer the anticipation**.

Think it as a Fibonacci-like rule:

Up to # continuous workdays	Workdays ahead to request	Examples
1	3	Want to take a Friday? Ask the Tuesday before Want to take a Monday? Ask the Wednesday before
2	4	Want to take Thursday & Friday? Ask the Friday before Want to take Monday & Tuesday? Ask the Tuesday before
3	5	Want to take Wed, Thur & Friday? Ask the Wednesday before Want to take Monday, Tue & Wed? Ask the Monday before
5	10	Want to take a whole week? Ask 2 workweeks before
10	20	Want to take 2 whole weeks? Ask 4 workweeks before
15	40	Want to take 3 whole weeks? Ask 8 workweeks before
20	?	Say what? Shoot an email to your Manager and HR
24	???	Same 🙌

Regardless if you work on a team that is managed by the Client (like Staff Augmentation clients such as Seven Hills, EnvionIt, GameOn, SingleMind, Songfinch, etc.), or managed by us (like Dedicated Team such as Bluon, Zone 220, Longevo, Fanalyst, etc), at **DevBase we will always try to comply and support your request.**

PTOs are not automatically approved and must signed off by your Manager first.

When planning your PTOs, it's important to consider the impact it may have on the deliverables and that the affected sprints.

Request and Approval

- 1. Request your PTOs in writing (English first) and get in sync with your **DevBase Manager** (He/She will get in sync with the client side before gives you the approval).
- 2. Once your manager gives you the ok, get an evidence to upload in the form (screenshot, pdf, etc)
- 3. If you're not using the link from the "Available PTOs" email, please fill 🙌 [This Form](#) for the official request.
- 4. After the form is submitted, we will send an email to you, your manager and the client's manager (if it's requested by the client) and your HRBP for a final review.**Once the review is completed**, you will receive an approval confirmation email with the summary

of the request, and the updated amount of PTOs you have left. And that's it! 🎉 It's been approved!

⚠️ **IMPORTANT:** This final review may take a few days to be completed, please be patient rest assured you will get an answer as soon as possible.

Once approved

It is important to follow the steps below 👉 in order to be transparent and clear about out PTOs for the rest of the company and team mates (and why not, the client as well 😊)

We think you may set better expectations this way for the people that is trying to reach you while you are gone.

We strongly believe you will find less stressful 🙌 emails and chats when you can back from your rest ☂️!

Google Calendar

- Create an Out of Office event for the duration of your PTOs
- Check "New and existing meetings" so all your agenda invites get a cancel notification
- Add a meaningful decline message, so 👉 get that information

Gmail

- Add an OOO or Vacation responder auto reply message ([How to](#) 🗒)
- Set your starting and end date with a default email subject
- Define a meaningful message looking for a clear and simple explanation about when you are back, and who to contact if needed.
- You can also use this [app](#) (Android) to un-sync your work email during your PTOs

Slack

- Set your status to Vacation/PTOs or create a new one
- Under the clear after field, choose a date and time aligned to your **returning date**
- ⚠️ Tip: Pause the notifications to avoid most of the interruptions during your time off

Calendly

- Although your Calendly account should consider your added 👉 Out of Office in Google Calendar, you can double check it [here](#)
- In case it doesn't work, you can add specific **date ranges** to override your availability [here](#).
- Make sure to delete the availability, so no one can schedule meetings

PTOs - FAQ

Can I take more PTOs than accrued?

Most of the time yes. You will need approval from your Manager to review the project status.

If your PTOs request has 17 days for example, and you only have 14 days accrued, then we have two options:

Discount 3 days from the payment associated to the month on the end of your PTO.

For example, if you take vacations from Jan 17th and you return on Feb 9th, then it will be discounted from February's payment (Paid on early March).

The correct way to make the PTOs request of this example is logging two requests:

- The first request for the 14 PTOs already accrued (type: "Vacations and Holidays" for this example).
- The second request for the 3 PTOs that will be discounted from the payment (type: "Unpaid - Vacations and Holidays" for this example).

Request to work the time equivalent to those 3 days in order to compensate that time just **before** your vacations start.

⚠ This option depends only on the project needs. If not possible, then option 1. applies.

The correct way to make the PTOs request of this example is logging 1 request:

Only one request for the 17 PTOs already accrued (type: "Vacations and Holidays" for this example).

Attach a confirmation from your manager that you already compensate the unaccrued days, or

you will before the PTOs start date.

- The compensated days will not be discounted from your accrued PTOs pool.

Once you have your manager's approval in writing, send an email to hr@devbase.us for us to review (since we have adjust payroll for that time) and then you can use the formal process for PTOs.

How can I take my PTOs, if I agreed vacations during my hiring process?

Lets say you negotiated a 5 days PTO during your interview, and that you are taking these after 20 days in the company: technically you haven't accrued/accumulated any PTOs yet.

But no problem, since it was pre negotiated, those PTOs will be discounted directly from your payment as described in the point 1 from the previous question ("Can I take more PTOs than accrued?").

Is a national holiday in my country, how can I take my PTO?

You can take your national holidays following the standard PTO process described above. Please confirm you have accumulated them previously. If you haven't ask for an exception.

And always, confirm it with your managers

Is a national holiday on the Client side, what should I do?

You can take that national holidays too, following the standard PTO process. Sometime the client request the team to take it, sometimes it's the same.

Try always to confirm it with you manager (Pro Tip: Add your [country and US holiday schedule](#) to your calendar!)

I am about to turn 1 year at DevBase, what happens with my accrued but unused PTOs?

In a nutshell: nothing 🍷. You don't lose them.

Sick Leaves

How many Sick Leaves do I have?

There is no limit 🥰! We care about you, so in case you are ill or have a sickness let everyone know ASAP.

How can I report my Sick Leave?

- As soon as feel sick, please notify your manager, team and HRBP **ASAP** 🙏 so the planned work can be adjusted accordingly to your needs.
- Your manager or HRBP has to fill 🙏 [this form](#) **for you** 🙏 to submit your Sick Leave! In case you keep feeling sick, keep your manager informed so he can keep everyone updated.

Maternity and Paternity leave

DevBase aims to feel like a community. And a community is some sort of family. That's why we have consider adding a new benefit from now on, for every woman and man willing to became a mother or father, expand their current group and even who is willing to adopt a children (extra Kudos for them 🏡 🙏)

How it works?

End-to-end you can take up to 3 consecutive months since requested

We will give for free, the same amount of **unused/untaken** PTOs so you can stay at home with your newborn and couple the double of time 💕. For example:

- If you have been working with us for 10 months, and hence you accrued 20 PTOs, and has taken already 8 PTOs previously to this request, you have 12 unused PTOs left. We would give you for free (a.k.a. paid 😊) 12 extra PTOs so you can be OOO for 24 workdays!
- If your newborn or couple requires extra love and care 💕 you could request for more PTOs. In this case you can ask you manager and 🙏 [HRBP](#) if that's possible. As mentioned above, you can be OOO up to 3 months, and the PTOs difference can be requested as un-paid PTOs.

FAQ

- This benefit is to be used only for this kind of leave. PTOs accrued by the benefit are not cumulative and can not accrued and hence used for other purposes or timelines outside this request.
- This benefits applies since July 2022 and can not be applied retroactively.