

**Compensatory Time Policy**

Time Off Policy



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**Purpose**

Guideline on how Compensatory Time works. Managers/Discipline Lead and Delivery Managers/Project Managers should refer to this policy as a guide.

**Audience**

Employees of Wizeline Mexico and Wizeline Vietnam.

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**Compensatory Time**

Employees can use Compensatory Time to take a paid time-off when their work assignment requires them to go above and beyond, and thereby make signifcant personal time investments. Once granted, Compensatory Time requests must be registered in BambooHR.

Compensatory Time will be available for only 6-months after they were made available in the system. Compensatory Time cannot be cashed out upon termination of employment.

\*Policy applicable to Wizeline Mexico and Wizeline Vietnam

**Guidelines**

One of Wizeline’s perks is having a fexible schedule, in that sense, responsibility and ownership are promoted. Based on this, please consider the following Guidelines when requesting to add Compensatory Time.

* This is not a “time by time” policy. (An hour worked doesn’t mean an hour of compensatory time). This policy is intended for Wizeliners to rest after their work assignment required them to go above and beyond, not as a motivator.
* Compensatory Time should be requested by leaders, Discipline Leads, PjMs or Delivery Managers in the next 30 days after the time investment was made, to ensure the employee can use the time as soon as possible to rest and recover.
* Time can be requested to be added starting at .5 days.

**Reasons to add Compensatory Time**

* Holiday Confict (Required to work during an offcial holiday).

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* On-Call Hours resulting in actions needed (upon client request or outside the employee’s work schedule).
* Project work over the weekend or out of offce hours (due to unexpected project changes, emergencies, etc.).
* Events attended on a weekend because of the Academy or another Wizeline event (As a speaker, teachers, mentors, and organizer).

**Invalid reasons to add Compensatory Time**

* Volunteering for events during the weekend (Hackathon, Summits, etc).
* Working late and/or on weekends, by personal decision, without a project need.

**The process to request Compensatory Time**

The Wizeliner should confrm with the Project Manager/Delivery Lead **and** inform the Discipline Lead/ Direct manager of any extra time invested in a project.

Project Manager/ Delivery Lead should sync with the Discipline Lead or manager to agree on the amount of extra work invested.

**Note:** Employees shouldn’t be informed that the request is in process until fnal review with People Operations. The People Ops Partner will inform the employee once the Compensatory Time has been added to BambooHR.



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**The process to have People Ops add Compensatory Time into BambooHR**

\*Compensatory Time can’t be added by the employee but should be requested by either a Discipline Lead, Delivery Manager or Project Manager assigned.

1. Leaders (Discipline, Delivery or Project) will submit their request via email to the People Ops Partner\* of the Wizeliner who will be receiving the compensatory time. Include the following:
   * Name and Email of Wizeliner
   * Reason / context of situation for which the request is sent
   * Estimate amount of hours invested
   * Recommendation of days to be granted
   1. In case a Delivery Manager or Project Manager requests the compensatory time, please be sure to copy the Discipline Lead or manager in the request.
   2. In case the Discipline Lead/ people manager requests the compensatory time, please be sure to copy the Delivery Manager or PjM in the request. Having the delivery team informed will help teams organize.
2. The People Ops team will enable the Compensatory Time days in a special category in Bamboo. These days will be available for only 6-months after they were made available in the system. Compensatory Time cannot be cashed out upon termination of employment.
3. The People Ops team will send a notifcation email to the Wizeliner receiving compensatory time, in order for them to know the days have been added into their BambooHR profle and that they must be used during the following 6 months.

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\*People Ops Partners by Portfolio

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| --- | --- | --- |
| **Organization** | **People Ops Partner** |  |
|  |  |  |
| Bench | [Fernanda Gallo Arellano](mailto:maria.gallo@wizeline.com) |  |
|  |  |  |
| LATAM | [Kare Sosa Quintero](mailto:karelya.sosa@wizeline.com) |  |
|  |  |  |
| Horizontal | [Fernanda Gallo Arellano](mailto:maria.gallo@wizeline.com) |  |
|  |  |  |
| EMEA | [Ana Cadiñanos](mailto:ana.cadinanos@wizeline.com) |  |
|  |  |  |
| USA | [Paola Morales Laguna](mailto:paola.morales@wizeline.com) |  |
| [Montserrat Romero Maraboto](mailto:montserrat.romero@wizeline.com) |  |
|  | [Maria Alejandra Avella Torres](mailto:maria.avella@wizeline.com) |  |
|  |  |  |
| CANADA |  |  |
|  |  |  |
| Go To Market | [Roxanna Haddad](mailto:roxanna.haddad@wizeline.com) |  |
|  |  |  |
| APAC | [Tammy Ho](mailto:tam.ho@wizeline.com) |  |
|  |  |  |



**Process for Wizeliners to request Compensatory Time in BambooHR**

**Note:** In order for an employee to request Compensatory Time, the **balance must be visible** and a notifcation email must be received from People Operations.



1. The process to request a Compensatory day is the same as the process to request a Vacation Day (refer to [Time off Request Process](https://docs.google.com/document/d/1fWyfPp0uhMrezL_v3Mhih17IAsqHDwNmp1kLirsBtn0/edit)).

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