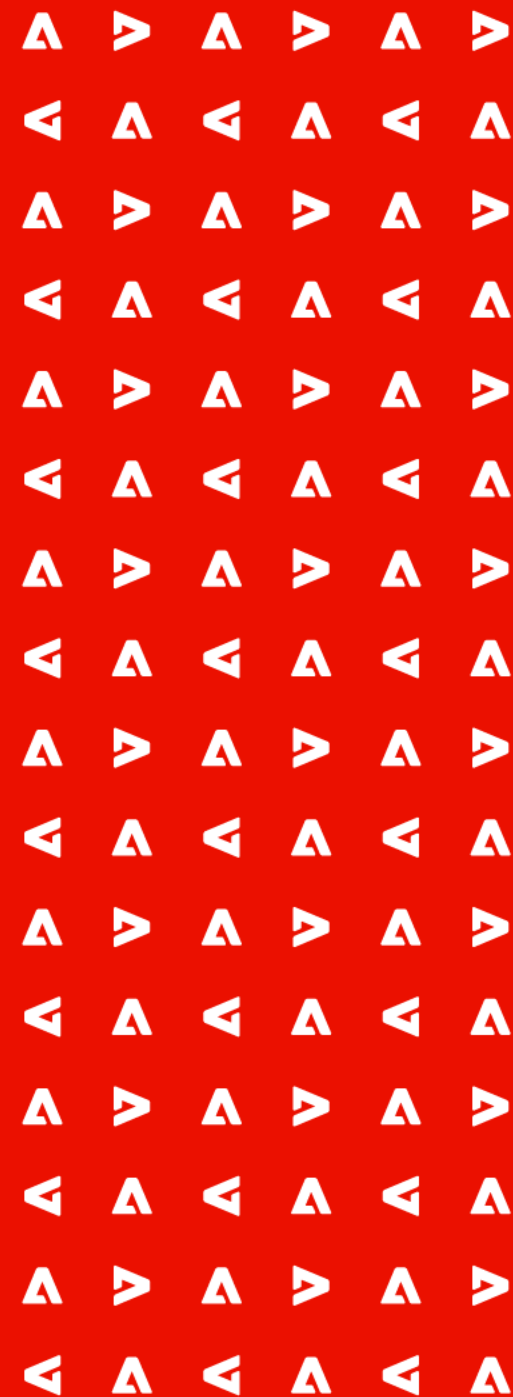




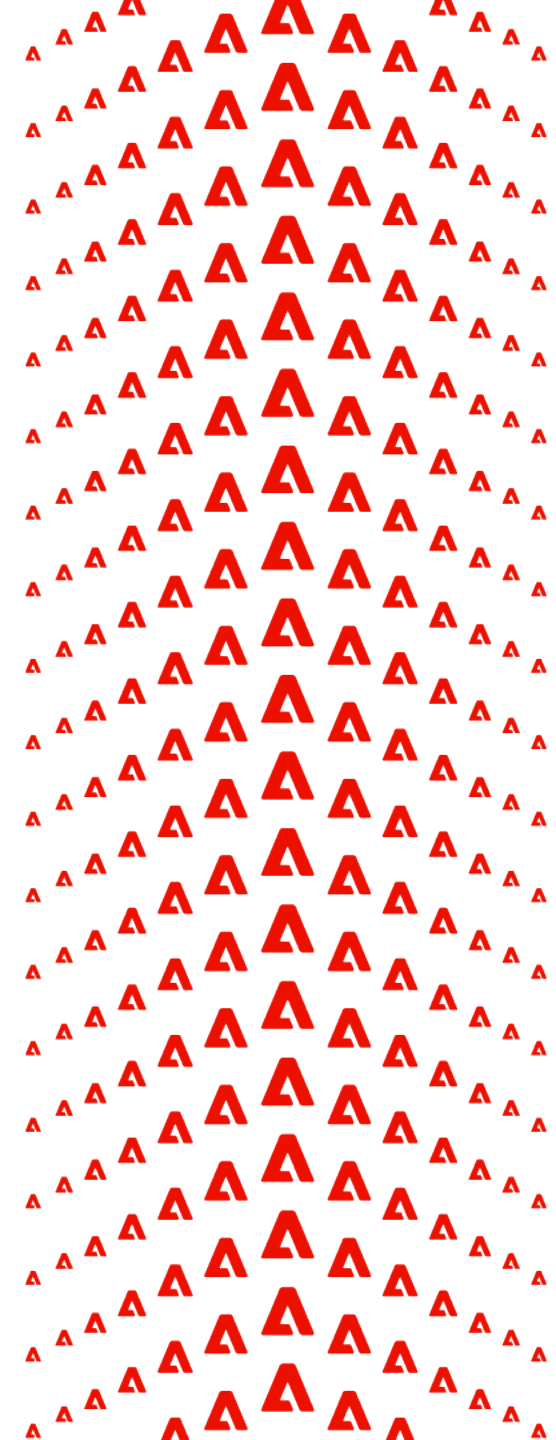
Brazil Vacation Request How-To

Global Benefits



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Overview of Brazil vacation rules

Annual Vacation Entitlement:

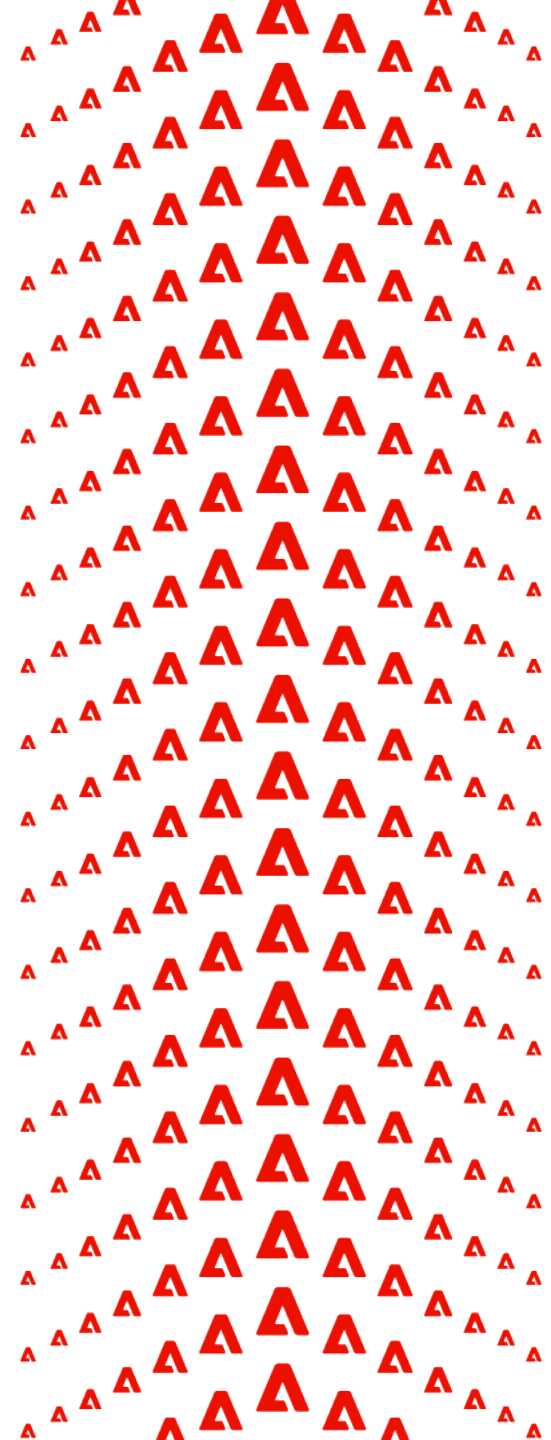
- After completing a year of service, full-time employees and interns are entitled to **30 days of vacation** each year.

Utilizing Vacation Time:

- Employees have the option to:
 - Use the entire **30 days of vacation** within the year or
 - Take **20 days of vacation** and opt for a payout for the remaining **10 days**.

Vacation Scheduling Rules:

- Employees and Adobe must follow some important rules:
 - Vacations **cannot** start two days before a weekend or a public holiday.
 - Employees must give at least **30 days' notice** before the first day of vacation.

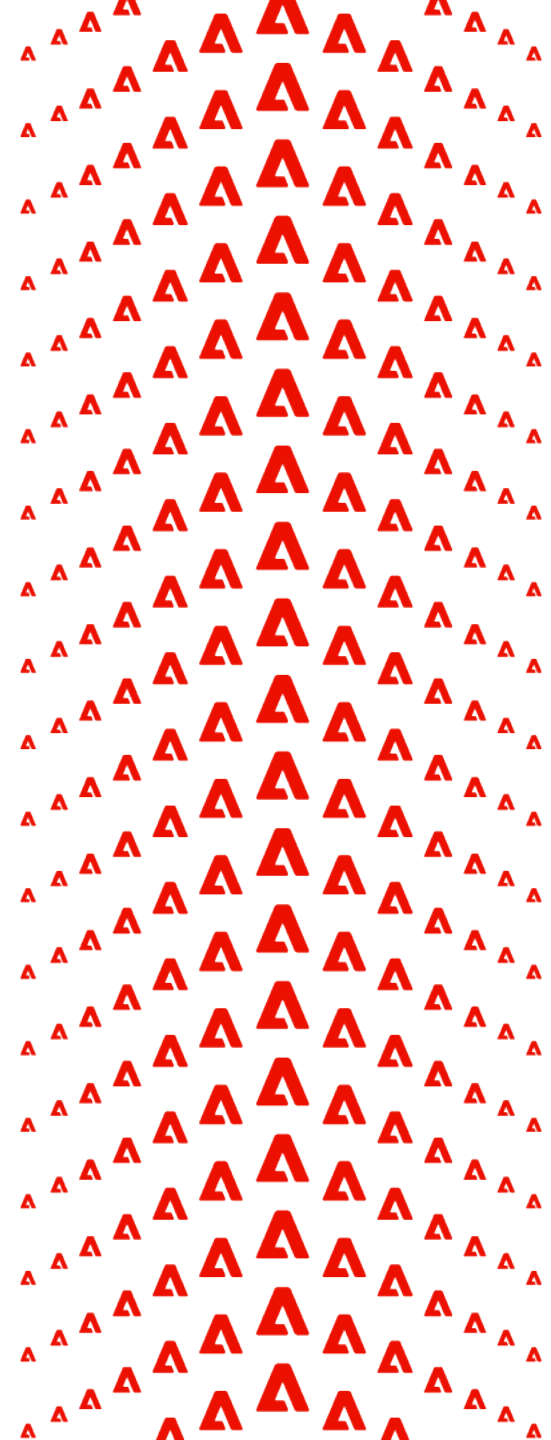


Overview of Brazil vacation rules

Flexibility in Vacation Combinations:

Employees can choose any combination of vacation days as long as they follow the outlined rules:

- If taking the full 30 days:
 - The vacation can be divided into up to **three periods**.
 - One period must be **at least 14 days**, and the other two must be **at least 5 days** each.
- If taking 20 days of vacation and cashing out 10 days:
 - The vacation can be split into **two periods**.
 - One period must be **at least 14 days**, and the other must be **at least 5 days**.



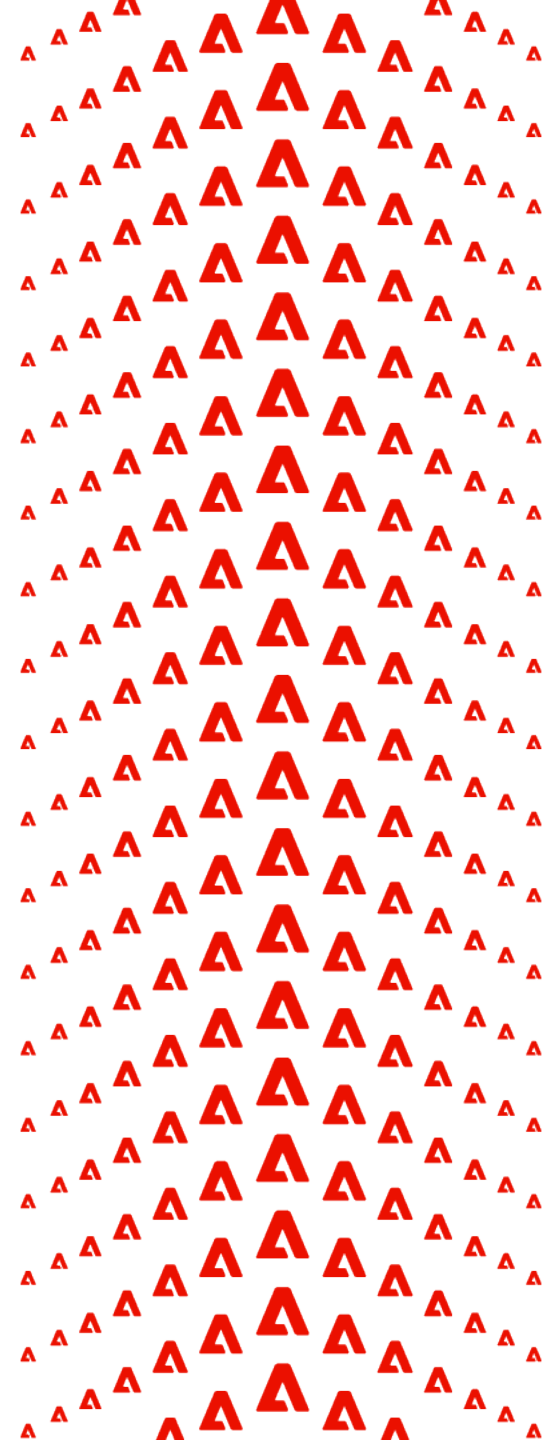
Failure to comply with Brazil vacation rules

Vacation Penalty

- If an employee does not take **all** of their accrued vacation time within one year after it is earned, Adobe must pay **double the employee's salary** for the accrued vacation time.

Investigations and Actions

- The Labor Ministry may issue notices of violation, and the Labor Public Prosecutor's Office may commence an investigation procedure. If irregularities are found, a public-interest action against Adobe may be filed, and the company could be subject to compensation for collective moral damages.



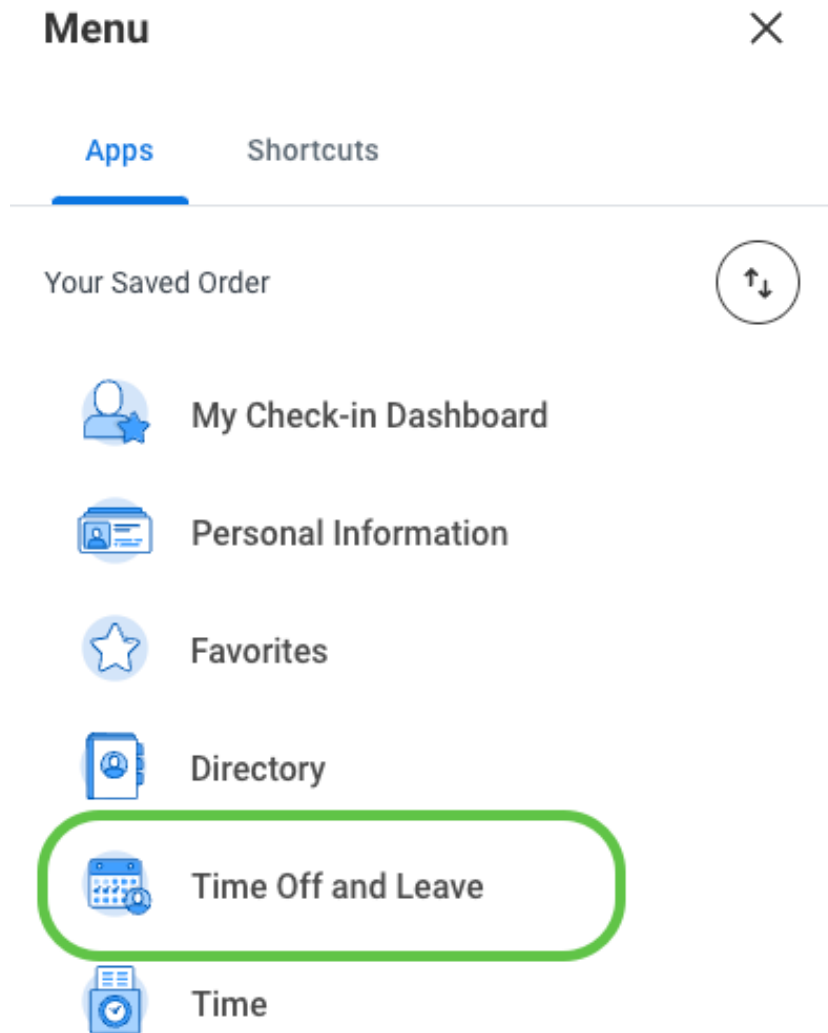
Process highlights

Step	Legacy Process	Enhanced New Process	Benefits
Submission:	Employee submits completed Vacation Request paper form to Manager for approval; Manager submits request in Workday, then submits to ERC and Payroll	Submit Vacation Request in Workday.	Increases efficiency, creating a more effective workflow by automating vacation rules using Workday.
Manager Approval:	Manager reviews paper Form and approves with signature, returns it to employee	Manager approves request in Workday.	Reduces the touchpoints and manual work for Benefits, Payroll and the ERC .
Handling Changes:	Employees make changes in Workday.	Employees submit a Vacation Request change to the ERC.	Having one source of truth, Workday, and eliminating a "paper" form, vacation days will now be aligned with our Payroll provider.

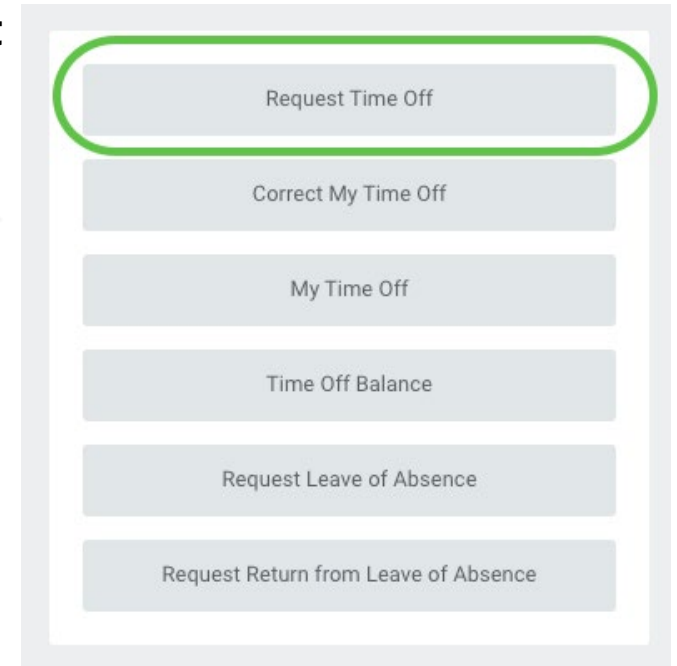


Menu navigation for vacation requests

1. Log in to Workday.
2. Navigate to the Menu on the left side of your screen.
3. In Apps, select **Time Off and Leave**.



4. Select **Request Time Off**.



Requesting vacation days

1. Select the days for the period. **Make sure to request 30 days in advance.** In this example, using Period 1:

The screenshot shows a vacation request interface. On the left, there is a 'Balances' section with a date selector set to '06/10/2024' and a list of vacation plans. The 'BRA Vacation Plan' is highlighted, showing '30 Days' and 'Brazil Vacation Time Off - 1st Period, Brazil Vacation Time Off - 2nd Period, Brazil Vacation Time Off - 3rd Period, Brazil Vacation Time Off Cashout'. The main part of the interface is a calendar grid for the month of August. The days from August 4th to August 31st are selected, indicated by blue circles with numbers. A green rounded rectangle highlights this 28-day period. The calendar grid has columns for Sunday through Saturday and rows for the days of the month.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	Aug	1	2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

14 Days - Request Time Off

2. Click to continue

Requesting vacation days

1. Select the period corresponding to your request from the drop-down menu.

- Brazil Bereavement Time Off
- Brazil Blood Donation Time Off
- Brazil Election Day Time Off
- Brazil Marriage Time Off
- Brazil Paternity Time Off
- Brazil Vacation Time Off - 1st Period
- Brazil Vacation Time Off - 2nd Period
- Brazil Vacation Time Off - 3rd Period
- Brazil Vacation Time Off Cashout
- Disaster and Epidemic Time Off (DETO)
- LATAM Unpaid Time Off

Search

2. Select if you would like to request the 13th salary advance (Yes or No).

- NO - I will NOT request the 13th salary
- YES - I would like to request the 13th salary payment

Search

3. Click **Submit** to complete your request.

Repeat for 2nd and/or 3rd Period and Cashout as applicable

Request Time Off

Errors and Alerts Found

Alert - Daily Quantity
Vacation will not be paid until all 30 days are submitted. Please don't forget to submit all the requests for the year at the same time with the 1st period. By submitting I certify my vacation request.

Total: 14 Days

If you are requesting **Vacation Time Off**, all the requests must be submitted on the same day. Vacation will not be paid until all 30 days are submitted.

Time off benefits and policies vary by country; visit the Time Off page on Inside Adobe for country-specific information

For **Disaster and Epidemic Time Off**, please review the [Policy](#) to make sure you are correctly classifying this time off.

If you are entering your own time off, make sure you go to Homepage > Menu > Time Off and Leave > Request Time Off.

Prior to submitting this time off request ensure that you have had a conversation with your Manager about taking the time off.

If you are the Manager entering the time off for your employee, make sure you go to the Homepage > Menu > Team Time Off > Enter Time Off.

When: Monday, [redacted] - Sunday, [redacted]

Type: Brazil Vacation Time Off - 1st Period

Daily Quantity:

Alert:
Vacation will not be paid until all 30 days are submitted. Please don't forget to submit all the requests for the year at the same time with the 1st period. By submitting I certify my vacation request.

Unit of Time: Day

Reason: YES - I would like to request the 13th salary payment

Comment:

What's next?

- If you are unable to submit your request, check for errors at the top of the page.
- Your request will be routed to your Manager for approval.
- Once your Manager approves, your request will be routed to Payroll for payment.

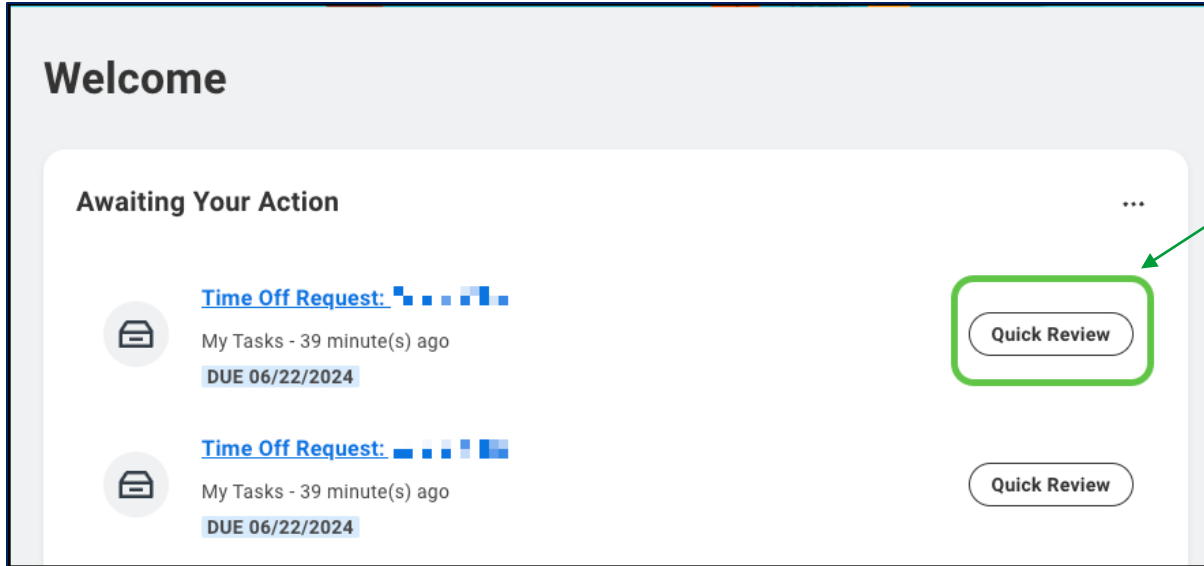
IMPORTANT:

- You should still discuss your vacation plans with your Manager.
- The **vacation request paper form** has been eliminated.
- You must submit all vacation periods (if applicable) to be paid.
- Take your vacation no later than the end of your eligibility period to avoid payroll adjustments.

Manager Approval Steps



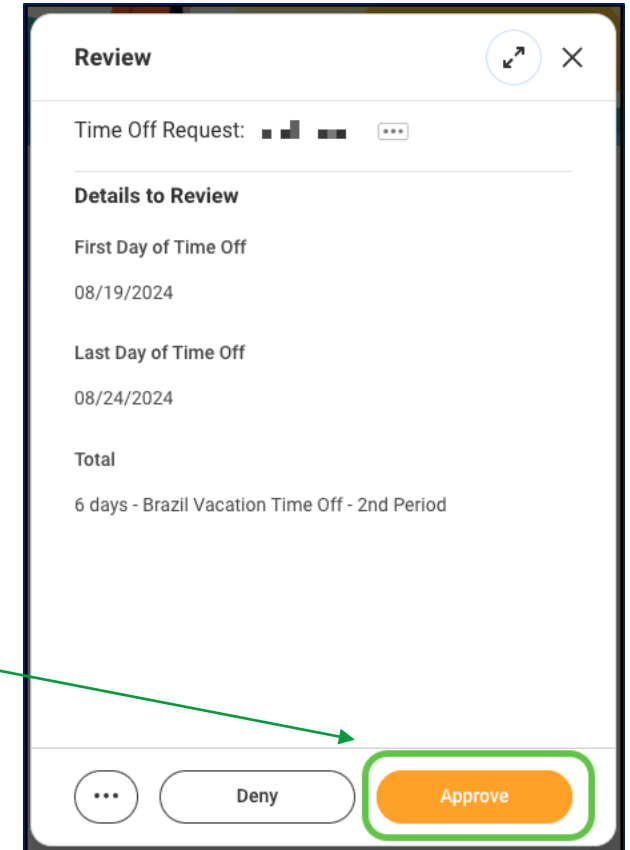
Manager approval steps



1. On your landing page, select **Quick Review**.

2. To approve the vacation request, click on **Approve**.

3. Repeat for all vacation requests.



IMPORTANT: Approve all requests as soon as possible to avoid legislative fines.

Instruções em Português



Visão Geral das Regras de Férias Brasileiras

Direito a Férias Anuais:

Após completar um ano de serviço, funcionários em tempo integral e estagiários têm direito a 30 dias de férias cada ano.

Utilização do Tempo de Férias:

Os funcionários têm a opção de:

- Usar os 30 dias de férias dentro do ano ou
- Tirar 20 dias de férias e optar por um pagamento pelos 10 dias restantes.

Regras para Agendamento de Férias:

Funcionários e empresa devem seguir algumas regras importantes:

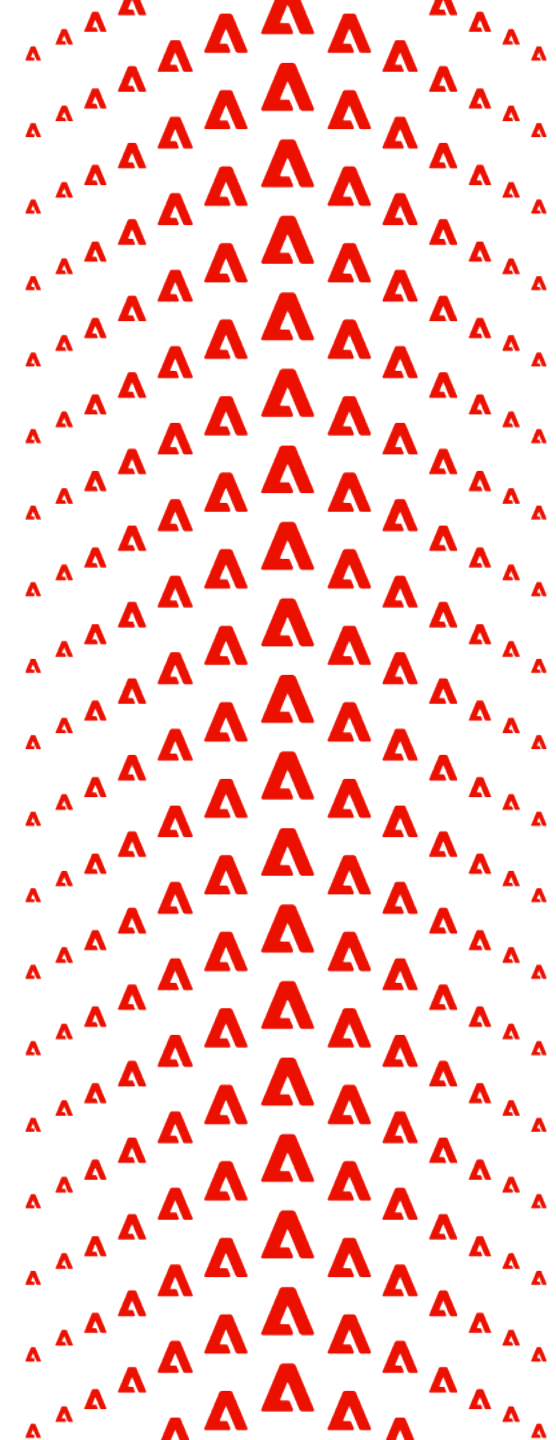
- 1 - As férias não podem começar dois dias antes de um fim de semana ou feriado público.
- 2 - O funcionário deve dar pelo menos 30 dias de aviso prévio antes do primeiro dia das férias.



Visão Geral das Regras de Férias Brasileiras

Flexibilidade nas Combinações de Férias:

- Os funcionários podem escolher qualquer combinação de dias de férias, desde que sigam as regras descritas:
- **Se tirarem os 30 dias completos:**
 - As férias podem ser divididas em até **três períodos**.
 - Um período deve ser de pelo menos **14 dias**, e os outros dois devem ser de pelo menos **5 dias** cada.
- **Se tirarem 20 dias de férias e receberem pagamento por 10 dias:**
 - As férias podem ser divididas em **dois períodos**.
 - Um período deve ser de pelo menos **14 dias**, e o outro deve ser de pelo menos **5 dias**.



Descumprimento das Regras Brasileiras de Férias

Penalidade de Férias

- Se um funcionário não tirar todo o seu tempo de férias acumulado dentro de um ano após ser adquirido, o empregador deve pagar o dobro do salário do funcionário pelo tempo de férias acumulado.

Investigações e Ações

- O Ministério do Trabalho pode emitir notificações de violação, e o Ministério Público do Trabalho pode iniciar um procedimento de investigação. Se irregularidades forem encontradas, uma ação de interesse público contra a empresa pode ser emitida, e a empresa poderá ser sujeita a compensação por danos morais coletivos.



Destaques do Processo

Etapa	Antigo Processo	Novo Processo	Benefícios
Submissão:	O funcionário preenche o Formulário de solicitação de férias e envia para a aprovação para-ERC e Payroll aprovação do gerente; Funcionário submete o pedido no Workday e envia formulário	Completa solicitação de férias no Workday.	Aumento da eficácia criando um fluxo de trabalho mais eficaz, automatizando as regras de férias no Workday.
Aprovação do gerente:	O gerente revê o formulário e assina com a sua aprovação	Gerente aprova a solicitação diretamente no Workday	Reduz os pontos de contato e o trabalho manual para Benefícios, Payroll e ERC.
Alterações na utilização:	Os funcionários podem fazer alterações a solicitação de férias no Workday, mesmo depois da aprovação.	Qualquer alteração na solicitação de férias, depois de aprovadas, devem ser feitas via ERC	Com uma única fonte de informação, o Workday, e eliminando um formulário "em papel", os dias disponíveis de férias agora serão alinhados com nosso provedor de folha de pagamento.

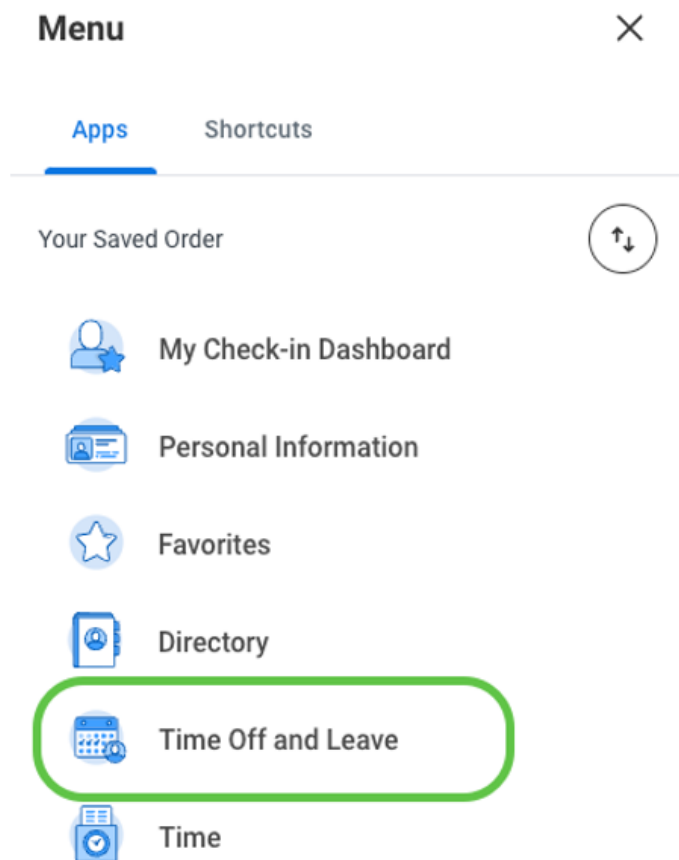


Navegação no menu para solicitações de férias

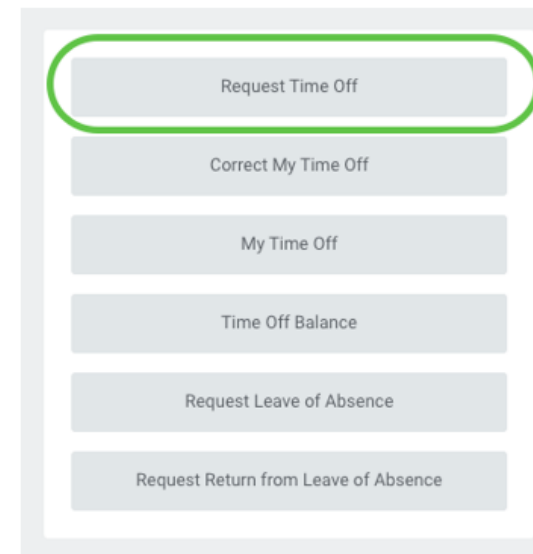
1. Inicie sessão no Workday.

2. Navegue até ao Menu no lado esquerdo do monitor.

3. Em Aplicações, selecione Férias e Licenças.



4. Selecione Request Time Off (Solicitar folga)



Solicitação de dias de férias

1. Selecione os dias para o período. Certifique-se de solicitar 30 dias de antecedência. Neste exemplo, usando o Período 1.

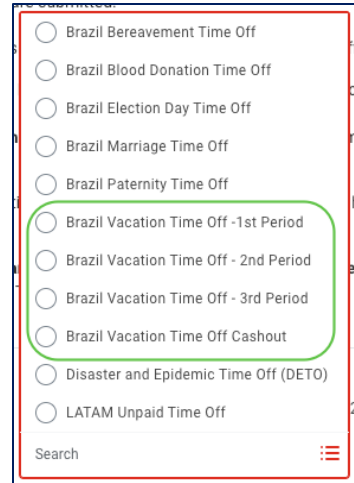
The screenshot displays a vacation request interface. On the left, a sidebar titled 'Balances' shows a date selector set to '06/10/2024'. Below it, a box highlights the 'BRA Vacation Plan' with a 30-day period, including details for 1st, 2nd, and 3rd periods, and a cashout option. The main area is a calendar grid for August, with days 5 through 14 circled in blue and enclosed in a green rounded rectangle. The days are: 5 (Monday), 6 (Tuesday), 7 (Wednesday), 8 (Thursday), 9 (Friday), 10 (Saturday), 11 (Sunday), 12 (Monday), 13 (Tuesday), 14 (Wednesday).

14 Days - Request Time Off

2. Clique para continuar

Solicitação de dias de férias

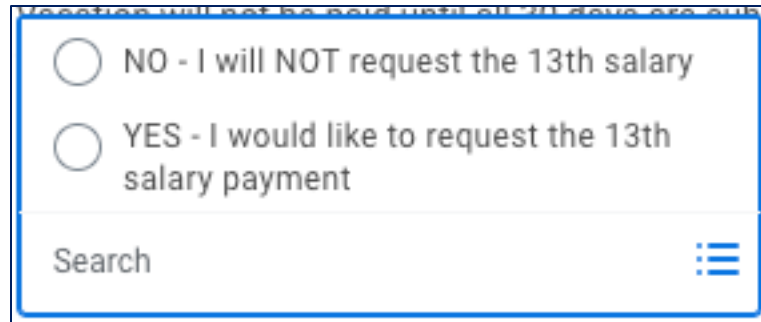
1. Selecione o período correspondente à sua solicitação no menu de seleção



- Brazil Bereavement Time Off
- Brazil Blood Donation Time Off
- Brazil Election Day Time Off
- Brazil Marriage Time Off
- Brazil Paternity Time Off
- Brazil Vacation Time Off - 1st Period
- Brazil Vacation Time Off - 2nd Period
- Brazil Vacation Time Off - 3rd Period
- Brazil Vacation Time Off Cashout
- Disaster and Epidemic Time Off (DETO)
- LATAM Unpaid Time Off

Search

2. Selecione se deseja solicitar o adiantamento do 13º salário. Sim ou Não.

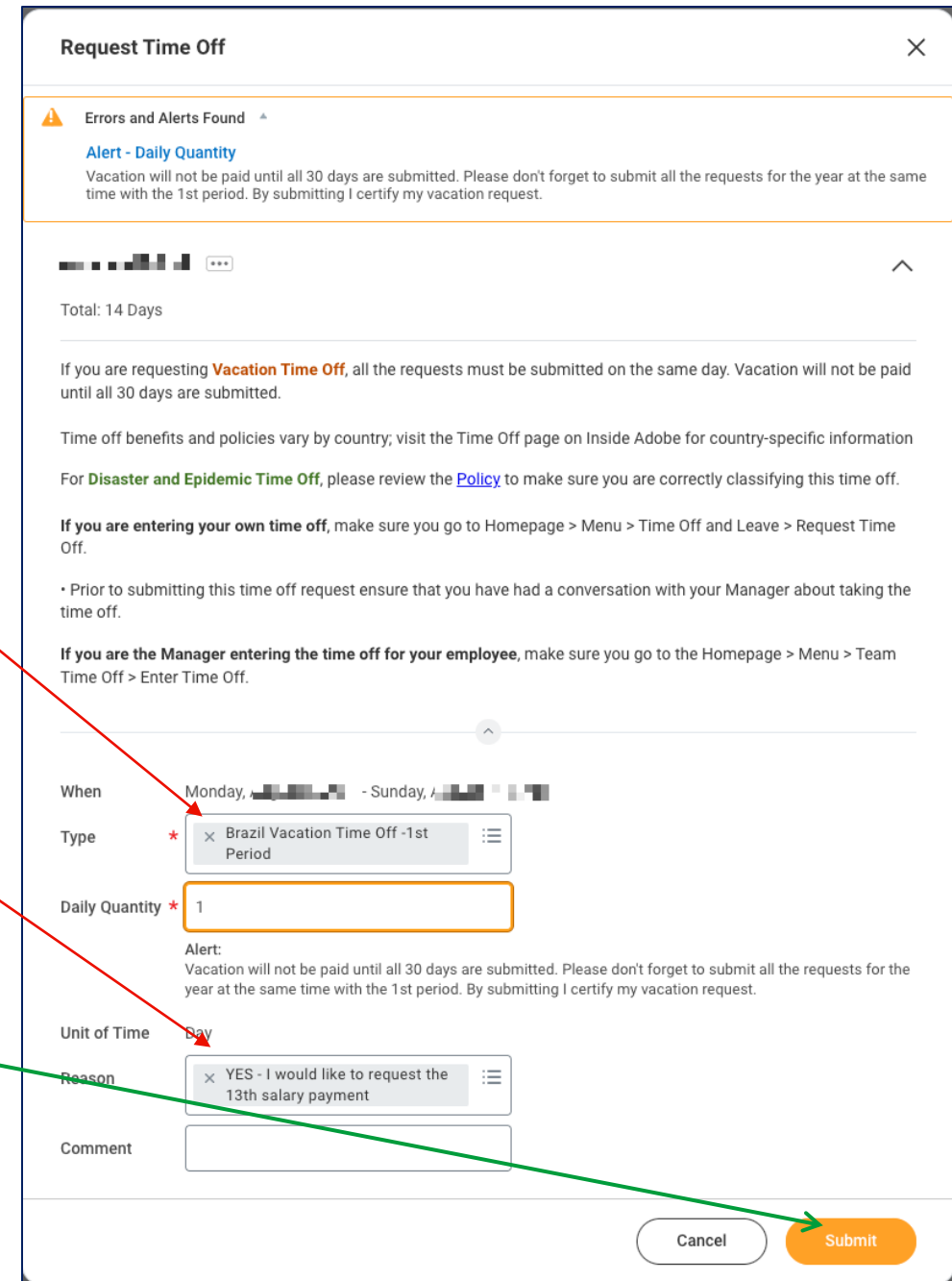


- NO - I will NOT request the 13th salary
- YES - I would like to request the 13th salary payment

Search

3. Clique em Submit para concluir sua solicitação

Repetir para o 2º e/ou 3º período e para a retirada de fundos, conforme aplicável



Request Time Off

Errors and Alerts Found

Alert - Daily Quantity
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Type: Brazil Vacation Time Off - 1st Period

Daily Quantity:

Alert:
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Unit of Time: Day

Reason: YES - I would like to request the 13th salary payment

Comment:

Cancel Submit

Proximos passos :

- Se não conseguir concluir o seu pedido, verifique se existem erros na parte superior da página
- O seu pedido será encaminhado à aprovação do seu gestor.
- Após a aprovação do seu gestor, o seu pedido será encaminhado para ser processado no Payroll

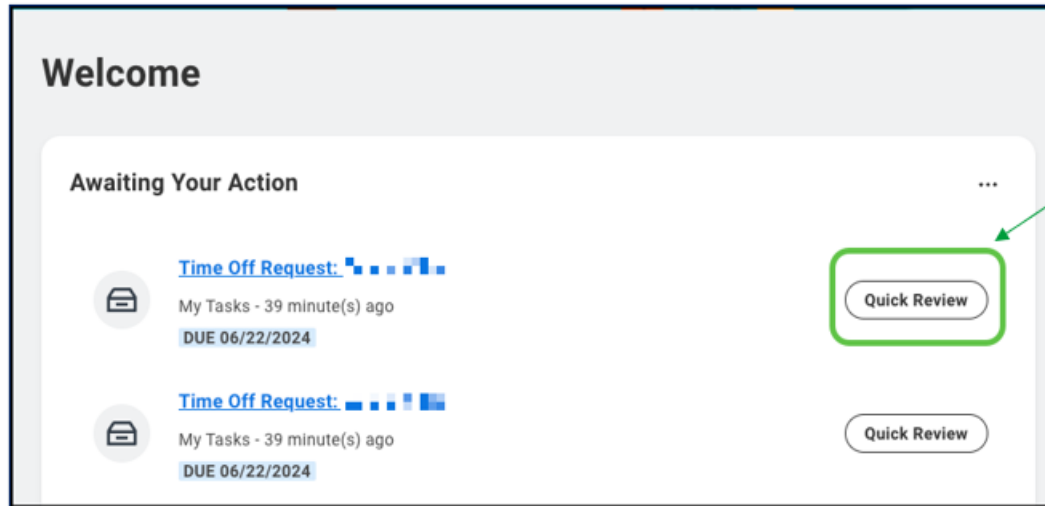
Notas :

- Os seus planos de férias devem continuar a serem discutidos com o seu gestor
- O formulário de férias foi **eliminado**.
- Submeta todos os períodos de férias (se aplicável) para serem pagos .
- Utilize as suas férias o mais tardar até ao **final do seu período de elegibilidade** para evitar ajustamentos nos cálculos do pagamento das férias.

Etapas de aprovação do Gerente



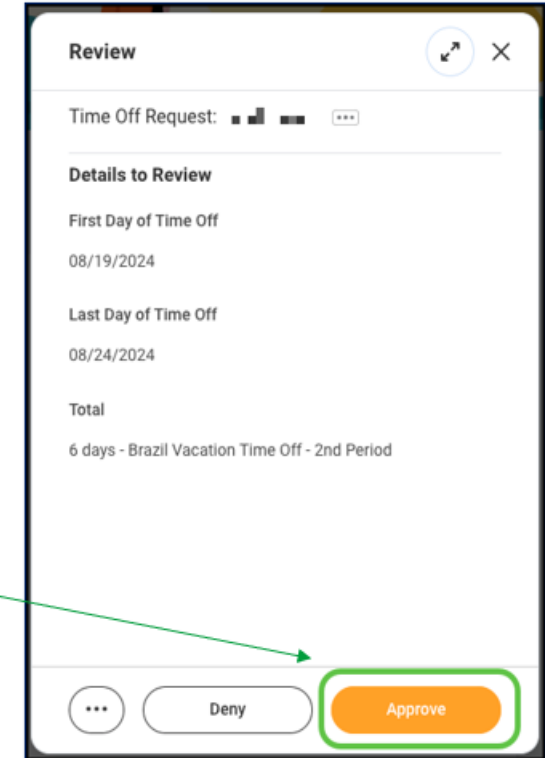
Etapas de aprovação do gerente



1. Em sua página de destino, selecione Quick Review

2. Para aprovar a solicitação de férias, clique em Approve (Aprovar).

3. Repita o procedimento para todas as solicitações de férias.



IMPORTANTE: aprove todas as solicitações o mais rápido possível para evitar multas legislativas.

