

# Bright's Days off Policy

## WIKI OVERVIEW

- **Wiki Purpose:** To prioritize the holistic well-being of our remote workforce, we are implementing a robust day-off policy encompassing vacations, mental health leave, and sick days. This policy will foster a healthy work-life balance while supporting their physical and mental health needs.
- **Wiki Owner:** Nitza De La Rosa
- **Last update:** October 10th, 2024
- **Updating Frequency:** Every year or on demand

At Bright <sup>MX</sup>, we value our remote-working employees' well-being and work-life balance. We have developed a comprehensive day off policy to ensure that our employees can maintain their physical and mental health while meeting their professional commitments. This policy includes provisions for vacations, mental health leave, and sick days.

## Vacations:

### Full-Time Mexican Employees

All full-time remote **employees are entitled to 12 paid vacation days after their first anniversary at Bright.** Afterwards, the number of days will increase [according to Mexican law](#).

**Note that your available days reset yearly on your bright's anniversary date. The MXN law is based on years at the company, not calendar years.**

Años trabajados	Días de vacaciones
1	12
2	14
3	16
4	18
5	20
6-10	22

11-15	24
10-20	26

In full compliance with Mexican labor law, your vacation days from each period will expire 18 months after your work anniversary.

- e.g., if your anniversary is January 10, 2024, they expire on July 10, 2025.

To take into consideration

Employees should **submit a vacation request at least 2 weeks before (for 2 or less vacation days) and at least 1 month (for more than 2 vacation days) in advance**, subject to approval by their supervisor

Our policy states you **can not take days off at the same time as your manager or direct report!** - This is critical to make sure your team keeps running smoothly while you're gone

**According to MXN law, vacation days are not accumulative;** they expire (18 months for each cycle after your anniversary). Managers are encouraged to plan with their teams so that everyone can enjoy time off and use their days during the year.

# Sick and Mental Health Days

Employees can take up to 5 paid sick or mental health days per anniversary year when necessary and only after they have exhausted their vacation balance (with manager approval)

- **When taking a sick day, employees must notify their supervisor as soon as possible, preferably before the start of the workday.**
- When a Brighter experiences symptoms of 1) depression or 2) chronic burnout that may impact their performance or long-term health, they may request a mental health day. We recognize that mental and emotional well-being is crucial.

## When to use Sick Days

- **Personal illness:** When an employee is personally unwell and unable to perform their work duties due to physical illness, such as fever, flu, cold, gastrointestinal issues, or any other acute or chronic health condition.
- **Medical Appointments:** When an employee needs time off to attend medical appointments, treatments, or therapy sessions related to their health condition that may require most of their day.
- **Health emergencies:** The employee got involved in any accident that compromises their health and well-being.

## When to use Mental Health

1. **Employees are encouraged to inform their supervisor as early as possible when taking mental health days.**

2. Employees need to ensure their manager is aware of the situation so we can work together to find long-term solutions (life is too short to continuously feel this way).
3. **If after the available days, employees' doctor or mental health professional determines they need more time to discharge, employees can apply for a social security disability or an unpaid leave will start with a limit of 12 weeks.**
4. **Mental Health should not be used as a substitute for Vacation Days for any matter.**

**Please remember these days are only available once you've finished your vacation days and with manager's approval.**

## To take into consideration

Any additional days to the five already given will require an "[Incapacidad del IMSS por Enfermedad General](#)" per company policy.

Evidence can be requested if needed by management or People Ops

## To take into consideration

To support employees in finding emotional balance during challenging times, Bright is covering the cost of two online therapy sessions per month through [Terapify](#).

Please reach out to People Operations if you need a "**Licencia Sin Goe de Sueldo,**" which needs to be created and signed if someone requests more than five days of mental health leave.

If you fail to return to work by the expected return date (even if extended), you may be considered to have voluntarily ended the labor relationship with Bright.

# Approval Process

Our policy is founded on a "trust-based" relationship culture. We aim to ensure that each day off is used for its intended purpose. By adhering to best practices and accurately utilizing these days, we can maintain their availability and benefits. Managers must act as owners, ensuring the proper use of each type of day off, maintaining business continuity, and taking care of employees' well-being and rights.

1. Submit your request through the form below
2. Include your delegation plan and follow best practices such as:
  - Automatic email reply
  - Blocking your calendar
  - Updating your status on Slack
  - People OPS will review and approve new requests to ensure that they fall under the right type of leave.
  - After People OPS, your manager will receive an automatic email to approve/reject the request.
  - The Employee will get an email with the outcome
  - **Enjoy your days, or rest and get well soon!**

People Ops will **monitor the use of all days off monthly** and provide a report to managers. This report will help ensure proper use and highlight any red flags, such as a high number of mental health days in a team, prompting necessary actions.

We understand you might not be feeling well, but take some time to include your Delegation Plan.

**Managers should approve/reject Mental Health or Sick days on the day requested [HERE](#)** so that People OPS can register them in Runa promptly.

## Requests Form

<https://airtable.com/embed/appcvC1HYSthx267V/pagOtDjDkx327fzp5/form>

## Airtable Links

**Link to access full Days Off Interface** - You can audit your requests here.

- [All requests](#)
- [My Delegation plan](#)
- [Tasks delegated to me from someone else's Delegation Plan](#)

**Days off approval Interface** - For People OPS & Managers

**Delegation Plans Interface**

Live Training Session [HERE](#)

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## Holidays - Days Off

Generally, we provide the same number of holiday days off to the entire company. Therefore, you may find that some US holidays also apply as days off for our contributors in Mexico.

All Holidays should already be reflected on your calendars.

In compliance with Mexican Legislation, official Holidays by law are:

Date	Holiday
January 1st	New year
1st Monday of February	Constitution day

3rd Monday of March	Commemoration of Benito Juarez's birthday
May 1st	Labor Day
September 16	Independence day
October 1st	Change of government
3rd Monday of November	Revolution Anniversary
December 25	Christmas day

## Working During Official Mexican Labor-Free Days

Only analysts designated by their managers will be eligible to work during official Mexican labor-free days. Managers must submit a request for any analysts who will be working on these days to ensure proper tracking and compliance.

No one can work on these days except analysts engaged in critical activities. Eligible analysts will receive compensation as the law requires for working on labor-free days.

### Manager/Section Head Responsibility

- Only managers or section heads may designate analysts to work on official Mexican labor-free days. They must submit the list of analysts and critical activities through the [designated form](#) **at least five days before the day off**.

<https://airtable.com/embed/app5YcKjKpWBEiiLw/pagA9DH0yaNIhNvPc/form>

**No compensation will be processed without prior approval. Eligible analysts will receive the required compensation as per the "Ley Federal de Trabajo," and payments will be handled through the payroll system.**

**Sales Reps and Sales Teams are not eligible for these guardias.**

**Compensation Overview:** Employees working on official days off are entitled to the additional compensation stated in the "Ley Federal de Trabajo," and the payments will be processed and documented as part of our existing payroll process.

*The provision regarding payment for work on public holidays in Mexico is found in the Federal Labor Law (Ley Federal del Trabajo), Article 75. It states that if employees work on official holidays, are entitled to an additional payment. This includes their regular daily salary plus a double pay for the day worked meaning they will receive their normal daily wage plus 200%.*

Regardless of the number of hours worked on a public holiday, the employee is entitled to the equivalent payment of a full workday + 200%

**Here is a quick breakdown:**

- Regular pay for the day.
- Plus double pay for working on the holiday (totaling triple).
- This applies to holidays listed in Article 74 of the same law.

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