

Day Off Manual

How Day Off works for contractors and employees

Updated August 2025

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What is DAYOFF?

Day Off is a tool provided to independent contractors for self-managing time off requests, time adjustments, and work modality notifications. It enables transparent communication regarding availability and adjustments that may affect deliverables or work schedules.

Disclaimer: This tool is provided for coordination purposes only. Use of this system does not imply an employment relationship nor guarantee approval or compensation for time not worked.

Part 1 – Independent Contractors (W-8 / W-9)

This applies to every contractor, regardless of their location: Bolivia, Venezuela, Colombia, the US, or anywhere else. Being an independent contractor means the company offers these benefits as a courtesy, not a legal entitlement, and every request still needs your manager's approval.

1. Types of Requests Available in DAYOFF

A. Personal Time Off (PTO)

Who qualifies: contractors with 1+ years of continuous collaboration.

Time with the company	Days per year
1 to 6 years	10 days
6+ years	15 days

- Up to 3 unused days carry over to next year (must be used by Dec 30).
- Take PTO in blocks of 5–6 days max, when possible.
- Request at least 5 business days ahead.

Heads up: PTO doesn't start on day one. You begin earning it after your first full year with the company. From there, you get a smaller number of days for the rest of that first calendar year, based on the month your anniversary falls in.

B. Hourly PTO

For short personal matters requiring only a few hours away from work, such as medical appointments, personal errands, emergencies, or anything that only takes a couple of hours instead of a full day. **The annual limit is 40 hours per calendar year. No carryover allowed.**

Remember, the request should be submitted in advance when possible or as soon as reasonably possible after an emergency. The approval is subject to project coordination and workload availability.

★ PTO First-Year Reference

How much PTO and Hourly PTO you get in your first partial year, based on when you complete 12 months.

Month you complete 1 year	PTO days	Hourly PTO
January	10	40
February	9.5	36
March	8.5	32
April	7.5	28
May	6.5	24
June	6	20
July	5	16
August	4	12
September	3.5	8
October	2.5	4
November	1.5	0
December	1	0

If you already completed your first year before January of this year, none of this applies to you; you already have the full 10 days and 40 hours as of January 1.

Contractors with anniversaries in November or December will not receive additional hourly PTO for that year, to avoid dual allocations within a short period. They will receive the full 40-hour balance starting January 1 of the following year.

C. Time Adjustment

Used to justify idle time recorded in Worksnaps due to factors beyond the contractor's control, such as internet outages, approved extra time, power failures, or technical issues. Remember, it must include a brief explanation. Managers will review and approve or deny the adjustment.

D. Work Remotely

Notification that the contractor will be delivering services from a different location than usual due to valid personal or health-related reasons, such as minor illness, transportation issues, or urgent matters. It must be submitted before the start of the workday, and it's subject to team coordination and availability.

E. Unpaid Time Off

For days you won't work and won't be paid. This covers situations outside your PTO, like an unplanned absence, or once you've used up your Hourly PTO. You have 3 days a year, and half days are allowed.

F. Project Hold

For pausing your work completely for an extended period, usually because of something serious: a health issue, a family matter, or a personal situation that needs your full attention. You get up to 30 days a year. During a Project Hold, you're not working, and you're not being paid.

G. Extended PTO

Extra time off that may be exceptionally granted by upper management for humanitarian cases, family or medical emergencies, or special recognitions.

- This is not a right and must be expressly granted by upper management by email cc hrteam@peopleoperations-llc.com.

Part 2 – W2 Employees (USA)

This applies if you're a W2 employee based in the US. Unlike contractors, a W2 employee has a formal employment relationship with the company, which comes with different legal considerations.

Type	What it's for	Limit
PTO	Regular time off for vacations and personal time	10 days/year, half days allowed, carries over
Hourly PTO	Short personal matters like appointments or errands	40 hours/year
Working Remotely	Working from a different location than usual	3 days/month
Extended PTO	Additional days off beyond regular PTO	2 days/month
Bereavement Leave	Time off for the loss of a family member	3 days/year

Contractors vs. W2 employees

A contractor's time off is a coordination benefit the company offers voluntarily; it doesn't turn the relationship into employment, and it doesn't require documentation. A W2 employee's time off is a formal employment benefit, backed by US labor protections, and tends to be broader and less conditional than a contractor's (for example, no first-year waiting period, and Working Remotely and Extended PTO are both wider).

How to Submit a Request

1. Open the Day Off app
2. Select "Request Day Off"
3. Choose the relevant type of request
4. Specify the date(s), time (if applicable), and add a brief reason
5. Submit for review
6. Wait for approval or denial from the manager or coordinator

A Few Things to Keep in Mind

- Requests should be submitted in advance whenever possible.

- The use of Day Off is strictly for coordination and planning; it does not imply entitlement to paid time off unless specified in your service agreement.
- Absences not submitted via Day Off may be considered unnotified.
- Contractors are responsible for ensuring availability and deliverables in accordance with their agreement.
- **No supporting documents required.** The company does not request any supporting documentation (medical certificates, invoices, appointments, etc.) for absences submitted through Day Off, in line with the independent contractor relationship.
- The company reserves the right to **review, renegotiate or defer PTO requests** based on **operational priorities**, critical project phases, or client needs. While PTO is granted as a discretionary benefit, it remains subject to **coordination and approval** depending on workload and team availability.

To promote responsible planning and workload continuity, the following guidelines apply to the use of PTO days once assigned:

- It is **recommended to take PTO in blocks of no more than 5 to 6 days** per occasion, to ensure continuity of operations and fair distribution of time off across the team.
- Up to **3 unused PTO days may be carried over** into the next calendar year. These must be used by December 30 of that year.
- PTO requests must be submitted **at least 5 business days in advance** through the DayOff platform, unless exceptional circumstances justify a shorter notice.
- PTO is a **benefit** granted to support contractor well-being and work-life balance. Contractors are encouraged to use their PTO consistently throughout the year, in alignment with their project responsibilities.

Version updated: August 2025

The PTO section was updated to include proration based on the contractor's anniversary month, along with proration rules to align with DayOff system limitations.