

BRAZIL - MATERNITY & ADOPTION LEAVE PROGRAMS

Frequently Asked Questions

Employee - General

Question	Answer						
How many days am I entitled under Maternity & Adoption Leave?	<p>Maternity & Adoption Leave are granted for a period of 120 days.</p> <p>The employee has the option to extend this period under the Program “Empresa Cidadã” (Government Program) which allows the Maternity & Adoption leave extension for an additional additional 60 days.</p> <table> <tr> <th>Maternity & Adoption Leave Programs</th><th>Days</th></tr> <tr> <td>Maternity & Adoption Leave (Regular)</td><td>120 days</td></tr> <tr> <td>Maternity & Adoption Leave Extension Plan (Empresa Cidadã)</td><td>60 days</td></tr> </table>	Maternity & Adoption Leave Programs	Days	Maternity & Adoption Leave (Regular)	120 days	Maternity & Adoption Leave Extension Plan (Empresa Cidadã)	60 days
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Who is eligible for Maternity & Adoption Leave?	<p>FTE employees located/registered in Brazil are eligible immediately after starting at PayPal.</p> <p>Maternity Leave will be granted only to the pregnant employee.</p> <p>Adoption Leave will be granted in case of adoption or legal custody, only one of the parents will be entitled to the maternity leave period, while the other parent will be entitled to paternity leave.</p> <p>In the case of a male couple that adopts a child, only one of them will be entitled to the full maternity leave and the other will be entitled to paternity leave.</p> <p>In the case of a female couple, the non-pregnant employee will be entitled to the paternity leave.</p>						
Who is not eligible for Maternity & Adoption Leave?	Contingent Workers (CW); Interns and Apprentices.						
When does my Maternity Leave start?	<p>Maternity Leave starts the first day after the birth of a child.</p> <p>If the employee and their doctor agree, maternity leave can start as early as 28 days before the birth of a child. The</p>						

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	employee must present a medical certificate if the leave starts before the birth of a child.						
Does the period of my Maternity Leave can be extended due exceptional case (eg. hospitalization)?	In exceptional cases, the Maternity Leave regular period can be increased by two weeks each before and after the birth of a child, by means of a medical certificate.						
Does Can the regular maternity leave period can be increased (+120 days) if hospitalization of the baby or mother occur?	If the hospitalization of the mother and/or the baby occurs for more than two weeks and is connected with the birth, it is possible to request an extension of the maternity leave for the period of hospitalization, counted from the last medical discharge (baby or the mother). In this situation, the employee must submit a formal request for extension to PayPal, accompanied by a medical document issued by the hospital and stating that the period of the hospitalization was related to the birth, as well as the precise dates of birth and medical discharge.						
When does my Adoption Leave start?	Adoption Leave will start in the day reflected in the judicial term of custody, proving the adoption or legal custody.						
When should I submit my request for Maternity & Adoption Leave?	The employee should submit the request for Maternity & Adoption Leave when the medical certificate, birth certificate or judicial term of custody are available.						
When should I submit my request for Maternity & Adoption Extension Leave (Empresa Cidadã Program)?	The employee should submit the request for the Maternity & Adoption leave extension within 30 days after the birth of a child or adoption date. For example, if the baby is born or adopted on March 9th, you may request the extension plan by April 9th.						
When does my extended Maternity & Adoption Leave start?	Extended Maternity & Adoption Leave starts immediately after your regular Maternity & Adoption leave period (the 120 days) is over.						
What supporting documents are required?	<p>The required supporting documents are:</p> <table> <tr> <th>Maternity & Adoption Leave Programs</th><th>Supporting Documents</th></tr> <tr> <td>Maternity & Adoption Leave (Regular)</td><td>Medical Certificate or Birth Certificate or Judicial Term of Custody</td></tr> <tr> <td>Maternity & Adoption Leave Extension Plan (Empresa Cidadã)</td><td>Extension Request Letter</td></tr> </table>	Maternity & Adoption Leave Programs	Supporting Documents	Maternity & Adoption Leave (Regular)	Medical Certificate or Birth Certificate or Judicial Term of Custody	Maternity & Adoption Leave Extension Plan (Empresa Cidadã)	Extension Request Letter
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Can the Extension Request Letter be prepared by e-mail?	Yes. You can find the template letter for your request here: Brazil Maternity & Adoption Leave - Extension Request Letter Template						
Can I submit the request without supporting documents?	No. The system will not allow you to submit the request without supporting documents.						
How can I submit the request for Maternity & Adoption Leave?	To submit a request, you will need to navigate in Workday following below steps:						

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	<ol style="list-style-type: none"> 1. Employee opens "My Time and Absence" > "Request Maternity Leave" in Workday. Employee enters details and submit Maternity & Adoption Leave request for 120 days in Workday. 2. Employee enters the leave reason according to the request: "Childbirth" or "Adoption". 3. Employee uploads the documents in "Supporting Documents" (medical certificate, birth certificate or judicial term of custody). 4. Manager receives and reviews Maternity & Adoption Leave Request to approve in Workday. 5. Employee Central receives a notification for reviewing and approve the leave request. 6. Updated leave status will be changed automatically on Workday. 7. Manager enters "Return to Work" in Workday once the employee is back from leave (after completing 120 days of Maternity & Adoption Leave) to end the process and update the employee's status. 8. Workday automatically updates employee leave status based on the data provided by employee: "Last Day of Work"; "First Day of Leave"; "Estimated Last Day of Leave", "Leave Type" and "Leave Reason".
How can I submit the request for Maternity & adoption Leave Extension Plan?	<p>To submit the extension request:</p> <ol style="list-style-type: none"> 1. Employee requests Maternity & Adoption Leave Extension in writing and sends via e-mail to Manager, Site HR and Latam Benefits. 2. Employee submits in Workday a request for Maternity & Adoption Leave Extension (Paid), selects the leave reason according to the request: "Childbirth" or "Adoption", and uploads the extension request letter for 60 days in "Supporting Documents". 3. Manager receives a notification to approve Leave Extension in Workday. 4. Employee Central receives a notification for reviewing and approve the leave request. 5. Updated leave status will be changed automatically on Workday. 6. Manager enters "Return to Work" in Workday once the employee is back from leave (after completing 60 days of Maternity & Adoption Leave Extension) to end the process and update the employee's status.
What is the start date that I should put on my Maternity & Adoption Extension Leave?	<p>The extension plan will start immediately the day after the regular leave plan ends. Example: Last day of work: February 28th Maternity & Adoption Leave (120 days) start date: March 1st Maternity & Adoption Leave end date: June 28th</p>

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	Maternity & Adoption Leave Extension Plan (60 days) start date: June 29 th Maternity & Adoption Leave Extension Plan end date: August 27 th
Can I split Maternity & Adoption Leave period?	No. It is not allowed to split the leave period. The program is for consecutive days of leave.
Can I take fewer or additional days for the leave programs?	No, it is not allowed. You should take the entire period for each program.
Can I return to work before ending the entire leave period?	No.
Will my benefits stop during my Maternity & Adoption Leave period?	No.
Will I receive my salary during the Maternity & Adoption Leave period?	Nothing changes during this period. Once the leave begins, the employee will be entitled to maternity salary for the entire period, which will be equivalent to the current salary.
Can I work during Maternity & Adoption Leave period?	No.

Manager – General

Question	Answer
Can my employee start Maternity Leave before baby is born?	Yes, if it has been previously agreed between the employee and their doctor and upon receiving a medical certificate from the employee.
Can my employee start Adoption Leave before adoption date?	No, to begin the leave the employee must present to PayPal a judicial term of custody, proving the adoption or legal custody date.
How should I manage PTO for employee on Maternity & Adoption Leave?	Employees cannot accumulate two benefits, the PTO (vacation) needs to be taken upon employee's return from leave. If the employee already had PTO planned in Workday, it needs to be cancelled and organized to have it after return to work.
Where should I go if I have a question about Maternity & Adoption Leave Program?	HR Hub / Employee Central / Latam Benefits. Maternity & Adoption Leave
Can the manager submit the leave request on behalf of employee?	Yes. Managers can enter Maternity & Adoption Leave on behalf of the employee in Workday following the same process above mentioned. Manager runs the process in Workday once the employee provides the medical certificate, birth certificate or judicial term of custody. Manager enters all necessary details and submits the request on behalf of the employee
Who approves if the employee's manager enters Maternity &	When the manager requests any kind of leave or time off on behalf of a subordinate it automatically will be approved in Workday.

Question	Answer
Adoption Leave on behalf of the employee?	
What should I do if I'll will be out on PTO?	Delegate in Workday. This is an important step to ensure tasks and approvals (including for Maternity & Adoption Leave) are not held up.
Can I only delegate for Maternity & Adoption Leave in Workday?	No. When you delegate Workday, it will apply to all functionalities.