Handbook on the vacation scheduling process

September 27, 2024

Vacation scheduling for FCiências.ID employees is carried out through the LabOrders platform. This manual details the process from initial requirements to the final approval of vacation days.

1.   **Requirements to begin vacation scheduling**

Period to start scheduling: Employees can begin vacation scheduling after six months of employment and after receiving an email from FCiências.ID containing information about their entitled vacation days as well as detailed instructions for the scheduling process.

2.   **Access to the LabOrders Platform**

To start scheduling vacations, the employee must:

a) **Access the LabOrders platform** through the link: https://www.laborders.com/fcienciasid.
b) **Log in** using the credentials provided by the CIÊNCIAS Authentication System. Email account creation is mandatory and should be initiated right after signing the work contract.
c) Navigate to the menu: **Projects > Vacation Calendar.**

3. **Employee vacation scheduling process**

a) In the **Vacation Calendar**, click on the day you want to schedule as vacation. A window will pop up where you can select the start and end days of the vacation.
b) Add the vacation days according to the instructions received in the FCiências.ID email and in coordination with your direct supervisor or scientific supervisor (Principal Investigator (PI) or Head of R&D Unit) to ensure the selected dates suit the needs of the R&D Unit and/or the R&D Project.
c) After selecting the days, click on the **Submit** button.
d) The selected vacation days will appear in yellow on the calendar (see image below).

Add entry

Field	Value
Type*	Vacation
Duration*	07:00 (full day)
	07:00 represents a full day
Date*	2024-09-11
Date to	2024-09-14
	Use this field to add the same entry spanning multiple days
Vacation period*	○ 2023 (▬▬▬▬▬) 🔒
	○ 2024 (▬▬▬▬▬) 🔒 Current

Submit   Close

---

Important Notes

- **Reference Year**: Vacations should be scheduled for the respective year, i.e., schedule 2024 vacation days for the year 2024, and only afterward mark for the next year.
- **Non-Working Days**: Weekends, holidays, and special leave days are marked in grey and are automatically considered. Only working days should be selected as the start and end of the vacation.
- **Mandatory**: It is required to schedule a period of 10 consecutive vacation days, ensuring this condition is met during the scheduling process. Vacations must be scheduled by the employee, validated by the Supervisor or Scientific Supervisor, and approved by the employer by April 15 to ensure the vacation calendar is published as legally required.

4. Submission for Approval

After scheduling vacations, the employee submits them for approval:

a) In the **Vacation Calendar** menu, select the **Vacation Approval** option (located in the top left corner).
b) Submissions (*Request Approval*) must be done separately for each vacation calendar, i.e., for each applicable calendar year.

Vacation calendar
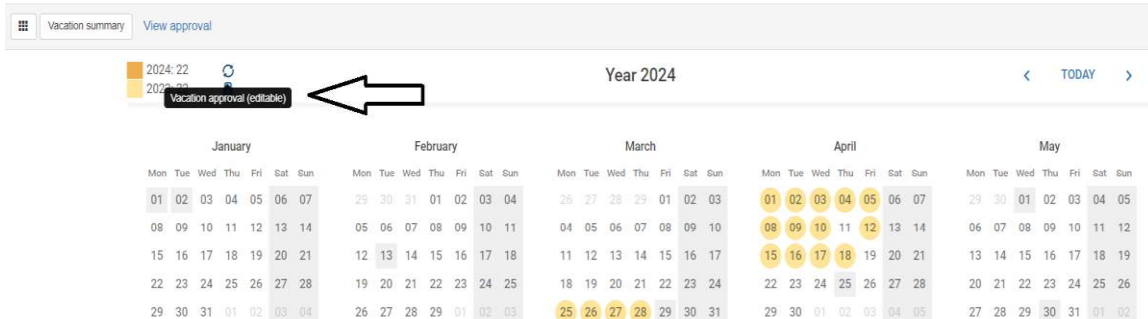
5. Validation by the HR Office

a) The Human Resources Office will validate the vacation days submitted in accordance with the minimum requirements of the Labor Code.
b) The vacation calendar will be sent via the platform to the direct supervisor or scientific supervisor for review and validation.

6. Validation by the Supervisor or Scientific Supervisor

To validate vacation days, the Supervisor or Scientific Supervisor must:

a) **Access the LabOrders platform** through the link: https://www.laborders.com/fcienciasid, after receiving an email notification.
b) **Log in** using the credentials provided by the CIÊNCIAS Authentication System.
c) Navigate to the menu: **Projects > Vacation Calendar**.
d) Review the vacation days scheduled by the employee, considering the needs of the R&D Unit and/or the R&D Project and the institutional rules set out by FCiências.ID.
e) If the scheduled vacation days negatively affect the R&D Unit and/or Project, the supervisor or scientific supervisor should collaborate with the employee to find a consensus.
f) Contact the HR Office via the platform or by email in case of questions related to the validation process, applicable legislation, or FCiências.ID institutional rules.
g) Based on paragraphs d) to f), the supervisor or scientific supervisor validates or justifies the rejection of the scheduled vacation days.
h) The *validated or rejected vacation calendar* (with a properly **justified rejection note**) is sent via the LabOrders platform to the HR Office for *approval* and publication of the vacations or *unlocking for new edits* by the employee.
i) If the vacation scheduling **or** validation process has not been completed **by April 15**, the HR Office may schedule or consider the vacation days tacitly accepted by the supervisor or scientific supervisor, respectively, in accordance with Article 241 of the Labor Code, ensuring FCiências.ID publishes the vacation calendar as legally required.
j) The status of the vacation request can be tracked in the **Vacation Approvals** menu, where the process status is displayed.

7. Impact on Timesheets

The scheduled and approved vacation days will automatically be reflected in the researcher's timesheets for the project(s) they are associated with. During these days, it will not be possible to record expenses such as per diem or other costs related to work performed on the project.

8. Vacation Changes

To change already scheduled vacation days, you need to:

a) Request the HR Office to reopen the vacation calendar for editing.
b) Obtain consent from the direct supervisor or scientific supervisor, as the calendar must be reauthorized.

To make changes directly on the platform, you should:

1. Access the **Projects > Vacation Approvals** menu.
2. In the row corresponding to the vacation plan to be changed, click the arrow in the **Actions** menu and select **Email Users**.
3. On the next screen, select the Human Resources email address (rhcontratos@fciencias-id.pt) and explain the changes to be made.
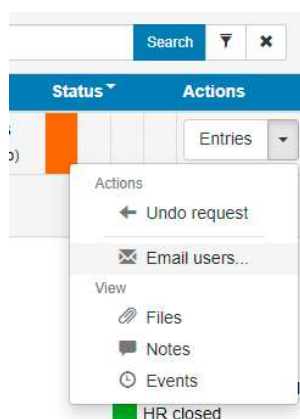
9. Cancellation of Vacation Days

To cancel already scheduled vacation days:

1. Click on the marked day (indicated by a yellow circle).
2. In the pop-up window, uncheck the **Active** option to deactivate that day as a vacation day.
3. Select new vacation days if necessary.

After completing the changes:

a) Check that the total number of vacation days scheduled matches the previous map and the days indicated by Human Resources.
b) Click on *Vacation Approval* again so that the new map can be submitted and authorized by Human Resources and the direct supervisor or scientific supervisor.

10.   Help and Support

- Questions about the vacation scheduling process in the LabOrders platform can be clarified through the Helpdesk available at: https://helpdesk.laborders.com/hc/en-us/sections/4407191346577-Vacations.
- For questions during the process or delays in vacation approval, contact Human Resources via email at rhcontratos@fciencias-id.pt.

11.   Relevant Articles of the Labor Code (Law No. 7/2009 of February 12, amended by subsequent laws) – Subsection X – Vacations:

- Article 237 - Right to vacations
- Article 238 - Vacation period duration
- Article 240 - Year for vacation enjoyment
- Article 241 - Vacation period scheduling
- Article 243 - Change of vacation period due to company needs