

Policy owner	Human Resources, MII
Sign-off level	Chief Executive Officer
Sign-off date	October 2021
Review date	As required
Training required?	No.

MATERIAL INNOVATION INITIATIVE LEAVE POLICY

Material Innovation Initiative ('MII') recognizes its staff are humans and life does not stop just because one has a job. We trust our employees to make the right decisions for both themselves and the organization.

MII offers unlimited paid time off ('PTO') to its employees. Employees are encouraged to take a minimum of 15 days' leave each year. **MII requires employees to take a minimum of fifteen (15) business days of leave each calendar year with at least five (5) of those days being taken consecutively.** There is no accrual system and employees are entitled to unlimited leave upon completion of their first thirty (30) days of employment, unless otherwise agreed by your supervisor.

To take planned leave, an employee should first speak with their direct supervisor and, if appropriate, their team to ensure that their leave does not overlap with others' leave and/or organizational deadlines. Should leave be unexpected, please give as much notice as possible to your direct supervisor along with a description of any outstanding or urgent tasks. Employees are never required to disclose the reason for leave; however, if the employee so chooses, they may speak to their supervisor, Cortney as HR, Nicole, or a Board member and anything which may legally remain confidential, will be kept entirely confidential.

Because MII does not operate a limited PTO policy, we also do not track medical, sick, mental health, compassionate, or bereavement leaves. Staff are encouraged to take time as and when needed to take care of themselves, their mental health, their loved ones, and the things that matter to them. We ask that each staff truly give themselves the space to return to work only when they are ready to do so and in some situations, consider returning at a below-full-time schedule for a period of time. We ask that staff be responsible in their use of leave, bearing in mind their colleagues and MII's work, and that leave and return plans are communicated clearly with their supervisor, and colleagues as needed.



Life events that MII encourages staff to take time off for includes, but is not limited to:

- Mental health and wellness
- Illness
- Surgeries and medical procedures (including, but not limited to, following a vaccination and outpatient procedures)
- Staff members' birthdays
- Loved ones' birthdays
- Adoption of a pet
- Bereavement of family, friends, pets, and other loved ones
- Caretaking responsibilities or assistance

MII acknowledges that employees may be timid to request “too much” time off or how their work ethic may be viewed by others. MII values its staff and their work; we will not operate on the assumption that more work equals more value. There is a strong argument to make that as long as an individual is getting their work done, without approaching burnout, then that is the most successful outcome an organization can wish for. MII welcomes all employees to view our work ethic as meeting the needs of our job and the organization while taking the time to care for ourselves (physically and mentally), our families, and our communities -- which is a better standard in benchmarking our commitment to our work. We ask that staff consider the work that needs to be done, all deadlines (explicit and other), and to prioritize accordingly, including their time off.

Upon leaving MII, employees are not entitled to a payout of any unused PTO leave. Once notice of employment termination has been made by an employee, no further requests for PTO will be honored, unless specifically approved, in writing, by your supervisor.

If it is determined that staff are abusing the policy¹, MII reserves the right to end the policy effective immediately with no notice. Alternatively, an employee's supervisor, Human Resources and/or the CEO will speak with the individual to institute a performance improvement plan to outline how the individual can manage their workload and continue to contribute to their role at MII. In instances of medical leave, an employee may be asked to produce a medical certificate or doctor's note for extended periods of leave. If it is determined that an employee is no longer contributing to their role and supporting their team at MII, disciplinary action may be taken after a conversation with the employee's supervisor and/or Human Resources and/or the CEO.

Paid Company Holidays

¹ While MII has not defined what “abusing the policy” means exactly, this can be broadly interpreted as leave which is hindering the employee from accomplishing their job, tasks, and other assignments, the inability to support their team on an excessive amount of projects or tasks, and generally failing to perform their job due to an excessive amount of leave used. If an employee is struggling to balance work and life, such employee is encouraged to speak with Human Resources, confidentially, so accommodations can be made.



MII in the USA is closed on the following days. If the days listed below fall on a Saturday, the office will be closed on the preceding Friday. If the day falls on a Sunday, then the office will be closed on the following Monday.

MII employees may use up to fifteen (15) paid company holidays per year. While the office will be closed on the following days, employees may choose to use their 15 days when and as they see fit.

- New Year's Day
- Martin Luther King, Jr.'s Day
- President's Day
- Memorial Day
- Juneteenth (please see [here](#) for further notes).
- Independence Day
- Labor Day
- Indigenous Peoples' Day
- US Election Day (every other year)
- Veterans Day
- US Thanksgiving
- Day After US Thanksgiving
- Christmas Day
- New Year's Eve Day
- Two (2) floating days

Brazil:

- New Year's Day
- Universal Brotherhood Day
- Shrove Tuesday
- Good Friday
- Easter
- Juneteenth (please see [here](#) for further notes) or similar day if recognized in country
 - *We ask that all employees take Juneteenth off as a mental health/free day (employees of color) or to educate, participate, and agitate (those working in solidarity).*
- Tiradentes Day
- Labour Day
- Feast of Corpus Christi
- Independence Day
- Our Lady of Aparecida's Day
- All Souls Day
- Republic Day
- Christmas
- Two (2) floating days

Canada:

- New Year's Day
- Good Friday
- Canada Day
- Juneteenth (please see [here](#) for further notes) or similar day if recognized in country.
 - *We ask that all employees take Juneteenth off as a mental health/free day (employees of color) or to educate, participate, and agitate (those working in solidarity).*
- Labour Day
- Thanksgiving
- Christmas
- Eight (8) floating days

Portugal:

- New Year's Day
- Good Friday
- Easter
- Freedom Day
- Labour Day
- Juneteenth (please see [here](#) for further notes) or similar day if recognized in country
 - *We ask that all employees take Juneteenth off as a mental health/free day (employees of color) or to educate, participate, and agitate (those working in solidarity).*
- Portugal Day
- Feast of Corpus Christi
- Feast of Assumption
- Republic Day
- All Saints' Day
- Portugal Restoration of Independence Day
- Feast of the Immaculate Conception
- Christmas

UK:

- New Year's Day
- Good Friday
- Easter Monday
- Early May Bank Holiday
- Platinum Jubilee Bank Holiday
- Juneteenth (please see [here](#) for further notes) or similar day if recognized in country.
 - *We ask that all employees take Juneteenth off as a mental health/free day (employees of color) or to educate, participate, and agitate (those working in solidarity).*



- Christmas
- Boxing Day
- Seven (7) floating days

For MII offices outside of the US, please put the country's public holidays on the calendar and activate your out-of-office message on the day so that your colleagues are aware that you will not be working. Consider alerting the team on the #announcements Slack channel.

Please note that we understand that given MII's unlimited PTO policy, these fifteen (15) paid company holidays are a bit superfluous. The reason we have included them is to ensure that our team knows to take the time off. By tying time off to particular, nationally-acknowledged days, we hope that our team members will remember that taking time away from work is not only important, it is vital. **We encourage staff to take off the days corresponding to the holidays which they celebrate, either in lieu or in addition to the religious and/or cultural holidays listed above (e.g., Christmas, US Thanksgiving).** In observance of Juneteenth, we do request that at least our US team members take the day away from MII so that our BIPOC team members can focus on themselves and/or their community (as per their preference) or participate in examining how our systems hurt BIPOC and/or participate in actions to agitate the systems that keep oppression thriving. We encourage our team members outside the US to consider taking Juneteenth off as well in a similar vein, or a corresponding day in their country.

If you are a contractor of MII, you are entitled to your fifteen (15) paid days off too. If you are a part-time contractor of up to 20 hours per week for MII, please also take the time away from work on the paid company holiday, including up to four (4) of your weekly work hours on your next invoice; if you are a part-time contractor up to 10 hours per week, please include up to two (2) hours on your invoice. If you are a full-time contractor up to 40 hours per week, please invoice for the full eight (8) hour day. We do not expect contractors to work when MII in the relevant country is closed. Please speak to Cortney for more details.

Paid Family Leave

MII believes in compassion for all. Families for us are not just of the humankind. We encourage employees who have recently welcomed a new member from a different species into their family² to take leave in the days following the placement to bond with their new addition. Staff are encouraged to take at least two (2) days' leave. This holds true for bereavement leave as well. Please take care of yourself during an immensely difficult time.

INSERT PAID FAMILY LEAVE (need to exhaust state/jurisdictional remedies)

Volunteer Days

² MII defines "family" as an employee plus any other being, of any species.



MII encourages its staff to connect with their communities and participate in voluntary activities, as they like. When an employee is comfortable doing so, we welcome employees to describe the activity and share any photos (where appropriate) with the whole team so that we can learn more about each other as well as give kudos where kudos are due.

Civic Service and Jury Duty

MII believes civic duty is a vital function of our society. MII encourages its employees to participate when called upon to do so. To that end, MII will ensure that each employee works with their supervisor to develop a plan for their absence so that the employee is able to pay full attention to their duty without threat of work distraction. MII asks employees to accept the maximum amount of jury pay; MII will compensate the difference to the employee's full pay for the length of their jury duty upon written confirmation of jury length and pay.

Changes to this policy

MII reserves the right to change this plan without advance notice but will strive to offer a minimum of three (3) months' notice. Employees will receive any alterations in writing which will also provide the effective date of change(s).