



Away Days Guide

Best Practices

Away Days only happen when teams make them happen.

Here's what you can do to help everyone enjoy the day off.

Look Ahead

Review the Away Days calendar for the month or quarter ahead and plan around the days off. Consider adding team "No Meeting Days" during weeks with Away Days.

Adjust Deadlines

If a deadline falls on an Away Day, shift the due date to a day early or move the deadline to fall 2 business days after the Away Day.

Cancel Recurring Meetings

Cancel all recurring 1-1s or weekly standing meetings that fall on an Away Day. Avoid rescheduling these meetings to another part of the week. If you're squeezing 5 days of meetings into a short week, you're not doing this right!

During a week with 2 or more Away Days, try cancelling all 1-1s or weekly standing meetings that week.

Turn on Vacation Responder

The evening before an Away Day, set your email vacation responder and turn your status to Away on Mattermost. Remind your team to do the same.

Vacation Responder Suggestion

Hi! I'm currently on a companywide Away Day during which Affirmers have time off from work to rest and relax. I will be back online on [insert date].

Enjoy the Away Day



Whether you're a manager or individual contributor, be a role model for your team and unplug from email and Mattermost. It's On Us!

Questions? Contact the [Benefits Team](#).

Away Days Guide
Work Hard, Rest Hard



Away Days Guide

Best Practices

Each and every team has important work that may be tied to deadlines that aren't flexible. Every employee may not be offline on every Away Day. However, there's opportunity to keep teams aligned on the program's intention while still operating to keep Affirm moving forward.

The **purpose of Away Days** is to institute regularly scheduled, regional breaks where employees have respite from their computer or if necessary, the ability to get work done without the distraction of back-to-back internal meetings, pings, and email.

Away Days will never be a one-size-fits-all for every team or individual at Affirm. We've received feedback that employees sometimes log on for part of the Away Day because they're most productive without distractions or there's a time sensitive deadline. Even still, they appreciate the mitigation of stress that is usually associated with a typical work day, the ability to have some time off, and the fact that at a company level, we even attempt to provide this level of time away from work.

Away Days as a solution to time off and burnout doesn't work in a silo. Away Days won't make our issues disappear. Our aim is to empower teams to place additional guardrails to curb burnout and tech fatigue. This is why we are encouraging changes on a team level, such as team-specific "No Meeting Days" if this approach works for teams. Managers should encourage employees to take FTO or PTO – especially those with teams that can't follow the Away Days schedule verbatim. Managers also need to check in regularly on direct reports about taking vacation.

The Away Days calendar is final and not up to team discretion. Alternate Away Days are not permissible but Affirmers may use FTO or PTO for any alternate dates off. If you have questions, contact benefits@affirm.com.



Americas Away Days

2022

The Americas calendar applies to employees in **U.S. & Canada**

Away Day	Jan. 3, 2022	Away Break	Jun. 16, 2022 Except Quebec	No Meeting Day	Nov. 8, 2022
Away Day	Jan. 17, 2022		Jun. 17, 2022	Away Day	Nov. 11, 2022 Canada Only
Away Day	Feb. 21, 2022	Away Day	Jun. 24, 2022 Quebec Only	Away Day	Nov. 24, 2022 U.S. Only
Away Day	Feb. 25, 2022	Away Break	Jul. 1, 2022 Jul. 4, 2022	Away Break	Dec. 22, 2022 Dec. 23, 2022 Dec. 26, 2022 Dec. 27, 2022
Away Day	Mar. 21, 2022	Away Day	Aug. 1, 2022	No Meeting Days	Dec. 28, 2022 Dec. 29, 2022
Away Break	Apr. 15, 2022 Apr. 18, 2022	Away Break	Sept. 2, 2022 Sept. 5, 2022	Away Day	Dec. 30, 2022
Away Day	May 23, 2022	Away Break	Oct. 10, 2022 Oct. 11, 2022 Oct. 12, 2022		
Away Day	May 30, 2022				

 Away Day
 No Meeting Day
 Quebec Away Day

JANUARY							FEBRUARY							MARCH							APRIL						
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9	10	11	12	13	14	15	13	14	15	16	17	18	19	13	14	15	16	17	18	19	10	11	12	13	14	15	16
16	17	18	19	20	21	22	20	21	22	23	24	25	26	20	21	22	23	24	25	26	17	18	19	20	21	22	23
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MAY							JUNE							JULY							AUGUST							
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SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER						
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18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24*	25	26	18	19	20	21	22	23	24
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*November 8 = Log up to 4 hours of Voting Time Off in US
 *November 11 = Canada only
 *November 24 = U.S. only



Europe Away Days

2022

The Europe calendar applies to employees in **Spain & Poland**

Away Day	Jan. 3, 2022	Away Break	Oct. 10, 2022 Oct. 11, 2022 Oct. 12, 2022
Away Day	Jan. 6, 2022	Away Day	Nov. 1, 2022
Away Break	Apr. 14, 2022 Apr. 15, 2022 Apr. 18, 2022	Away Day	Nov. 9, 2022 Spain Only
Away Break	May 2, 2022 May 3, 2022	Away Day	Nov. 11, 2022 Poland Only
Away Day	May 16, 2022	Away Day	Dec. 6, 2022
Away Day	June 16, 2022	Away Day	Dec. 8, 2022
Away Day	Jul. 25, 2022	Away Day	Dec. 26, 2022
Away Day	Aug. 15, 2022		

Away Day

JANUARY

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DECEMBER

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*November 9 = Spain Only
*November 11 = Poland Only



Australia Away Days

2022

This calendar applies to employees based in **Australia**

Away Day	January 3, 2022
Away Day	January 26, 2022
Away Day	February 21, 2022
Away Day	February 25, 2022
Away Day	March 21, 2022
Away Break	Apr. 15, 2022 Apr. 18, 2022
Away Day	Apr. 25, 2022
Away Day	May 23, 2022
Away Day	Jun. 10, 2022 Jun. 13, 2022

Away Break	July 1, 2022 July 4, 2022
Away Day	Aug. 1, 2022
Away Break	Sept. 2, 2022 Sept. 5, 2022
Away Break	Oct. 3, 2022 Oct. 4, 2022 Oct. 5, 2022
Away Day	Nov. 24, 2022
Away Break	Dec. 22, 2022 Dec. 23, 2022 Dec. 26, 2022 Dec. 27, 2022
Away Day	Dec. 30, 2022

Away Day

JANUARY

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FEBRUARY

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SEPTEMBER

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OCTOBER

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NOVEMBER

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DECEMBER

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Away Days Guide
Work Hard, Rest Hard



Americas Away Days

2021

The Americas calendar applies to employees in **U.S. & Canada**

Away Day	Jan. 1, 2021	Away Break	Jun. 17, 2021 Jun. 18, 2021	Away Day	Nov. 25, 2021
Away Day	Jan. 18, 2021	Away Break	Jul. 1, 2021 Jul. 2, 2021	Away Break	Dec. 23, 2022 Dec. 24, 2022 Dec. 27, 2022
Away Day	Feb. 15, 2021	Away Day	Aug. 2, 2021	No Meeting Days	Dec. 28, 2021 Dec. 29, 2021
Away Day	Feb. 19, 2021	Away Break	Sept. 3, 2021 Sept. 6, 2021	Away Day	Dec. 30, 2021 Dec. 31, 2021
Away Day	Mar. 8, 2021	Away Break	Oct. 8, 2021 Oct. 11, 2021		
Away Break	Apr. 2, 2021 Apr. 5, 2021	No Meeting Day	Nov. 2, 2021		
Away Day	May 24, 2021	Away Day	Nov. 11, 2021 Canada Only		
Away Day	May 31, 2021				

 Away Day **No Meeting Day**

JANUARY							FEBRUARY							MARCH							APRIL							
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10	11	12	13	14	15	16	14	15	16	17	18	19	20	14	15	16	17	18	19	20	11	12	13	14	15	16	17	
17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25	26	27	18	19	20	21	22	23	24	
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MAY							JUNE							JULY							AUGUST							
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9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	
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SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER							
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12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	
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							31																					

*November 2 = Log up to 4 hours of Voting Time Off in US
 *November 11 = Canada Only



Europe Away Days

2021

The Europe calendar applies to employees in Spain & Poland

Away Day	Oct. 12, 2021	Away Day	Dec. 6, 2021
Away Day	Nov. 1, 2021	Away Day	Dec. 8, 2021
Away Day	Nov. 9, 2021 Spain Only	Away Day	Dec. 24, 2021
	Nov. 11, 2021 Poland Only		

SEPTEMBER

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OCTOBER

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NOVEMBER

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DECEMBER

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26	27	28	29	30	31	1

*November 9 = Spain Only
 *November 11 = Poland Only



Australia Away Days

2021

This calendar applies to employees based in **Australia**

Away Break Oct. 1, 2021
Oct. 4, 2021

Away Break Dec. 30, 2021
Dec. 31, 2021

Away Day Nov. 25, 2021

Away Break Dec. 24, 2021
Dec. 27, 2021
Dec. 28, 2021

SEPTEMBER

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OCTOBER

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NOVEMBER

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DECEMBER

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19	20	21	22	23	24	25
26	27	28	29	30	31	1

Notes

Americas Calendar:

- For our employees in Canada, National Day for Truth and Reconciliation (Sept. 30) applies to federally regulated employers. We are provincially regulated and no province has adopted this holiday as a new statutory holiday to date. We recognize the importance of the holiday and employees may use PTO if they would like to commemorate the day.

Europe Calendar:

- Employees based in Poland who join Affirm in 2021 will follow the 2021 Europe calendar.
- Returnly employees based in Spain will follow the Away Days calendar starting January 1, 2022.