

SCP 004.03 | Quota Relief

Policies

Quota Relief Policy

While on an approved Leave of Absence (LOA), that is anticipated to last 4 weeks or more, employees will be **required** to take Quota Relief. Circumstances that warrant Quota Relief that have been pre-approved by the Executive Vice President of SaaS, in accordance with HR policy include the following:

1. Leave associated with FMLA
2. Short-term or Long-term Disability
3. Parental Leave
4. Domestic Violence Leave
5. Workers Compensation Leave
6. Military Reserve Duty Leave

Any LOA not specified above, and less than four weeks, will generally not be considered for Quota Relief. Unpaid personal/medical leave will be reviewed on a case by case basis. Where the need of leave is foreseeable, such as for an expected birth, an employee must provide at least 30 days' notice to HR and manager, for the Quota Relief process to be administered appropriately. If the Leave of Absence is related to Parental Leave, PTO cannot be taken in lieu of Parental Leave. If you only take 2 weeks of the 4-week Parental Leave allowance, you will forfeit the last 2 weeks of Parental Leave not taken.

Sales Representatives will not be responsible for Quota assigned to them during the period of the approved LOA. The amount of Quota Relief will equal the quota assigned to the Sales Representative as calculated by dividing the annual quota amount by 12 months and multiplying by the number of months of anticipated leave. A new comp plan will be issued reflecting the updated annual quota inclusive of the Quota Relief amount.

For illustrative purposes, if the LOA is 8 weeks (2 months) and the assigned annual quota is \$600,000, the quota relief amount will be \$100,000 and the annual quota will be updated in the revised Sales Compensation Plan to \$500,000.

Sales quota credit and commission will be provided for any deals closed through the last day before the LOA. Sales quota credit and commission will not be provided for any deals closed during the LOA, outside of pre-approved opportunities (reference paragraph below).

In the situation where there are opportunities that are awaiting final signature from a client and cannot be closed by the last day before the LOA begins, the opportunities must be identified in advance to the VP of Sales Operations and approved for quota credit and commission payment for the Sales Representative while on the LOA. After pre-approval, it will be the responsibility of the sales manager to either bring the opportunities to close or designate another Sales Representative to close the opportunities.

In circumstances where this is not possible, such as an emergency medical leave, it will be the responsibility of sales management to identify the opportunities within 48 hours that may reasonably

close during the employee's anticipated leave period for approval by the VP of Sales Operations for quota credit and commission payment for the Sales Representative. It will be the responsibility of the manager to either bring the pre-approved opportunities to close, or designate another Sales Representative to close the opportunities

Quota Relief SCP Amendment Policy

Once Quota Relief has been approved, an amended SCP will be delivered to the Sales Rep in accordance with *SCP002.01 - SCP General – Development and Approval of SCP* and *SCP002.02 – SCP General – Execution of SCP*.

Procedure

The following RACI outlines the steps that should be completed for Quota Relief related to an approved Leave of Absence.

Step	Description	Sales Rep	Manager, Sales	VP, Sales	VP, Sales Operations	HR
1	Email documenting approval of leave of absence is sent. Template for this email is on the next page.	R	A		I	I
2	Manager and VP of Sales Rep discuss list of near-term close opportunities to be submitted for review		R	C		
3	List of opportunities that Sales Rep would like to be eligible for credit and commission is provided to Sales Operations for review		R	A		
4	VP , Sales Operations reviews and approves list				R	
5	Approved list is provided to Manager and VP of Sales Rep. Manager of Sales Rep notifies Sales Rep for inclusion in modified SCP	I	R	I	A	
6	HR will reply to all on the approval email from Step 1 once actual leave dates are confirmed	I	I	I	I	R
7	Sales Ops to issue new SCP in accordance with the standard Quota Relief policy and list of approved opportunities for credit and commission as determined in Step 5.	I	R	I	R	C

R=Responsible, A=Accountable, C=Consulted, I=Informed. See SCP001.01 - Admin – Definitions for additional information on a RACI Matrix.

Email Template to be Used in Step 001:

To: Hr@relias.com

CC: mdoligalski@relias.com; <Manager>

Subject: Leave of Absence Approval

Included below are the details related to my upcoming leave of absence:

Employee:	To be completed by Sales Rep:
Name	
Position	
Department	
Manager	
Anticipated Leave Start Date	
Anticipated Leave End Date	
Admin Only	To be left blank, HR will complete:
HR Approval	
Leave Start Date	
Leave End Date	