**Shared Leave Policy**

**1. Purpose**

The purpose of this Shared Leave Policy is to provide guidelines and procedures for employees to voluntarily share accrued leave with eligible coworkers who are experiencing a qualifying event that necessitates extended leave beyond their available accrued leave balances.

This policy aims to promote a supportive work environment and assist employees facing unforeseen personal or family-related challenges.

**2. Scope**

This policy applies to all regular full-time and part-time employees of [Company Name] who have accrued leave benefits.

**3. Eligibility**

To be eligible to receive shared leave, an employee must meet the following criteria:

* Have exhausted all available accrued leave balances (e.g., vacation, sick leave, personal leave).
* Experience a qualifying event, such as a serious illness, injury, disability, or caregiving responsibilities, which necessitates an extended leave of absence.
* Provide appropriate medical documentation or verification of the qualifying event to Human Resources.

**4. Donation of Leave**

* Employees may voluntarily donate accrued leave hours to the shared leave pool.
* Donations must be made in whole-day increments and may not exceed the donor's maximum allowable accrual limit.
* Donated leave hours become part of the shared leave pool and are distributed to eligible recipients based on their documented need and available leave balances.

**5. Requesting Shared Leave**

* Employees in need of shared leave must submit a written request to Human Resources, including documentation supporting the qualifying event and the anticipated duration of leave.
* Human Resources will review the request, verify eligibility, and determine the amount of shared leave to be granted based on the employee's documented need and available leave balances.

**6. Distribution of Shared Leave**

* Shared leave hours will be distributed to eligible recipients on a prorated basis, taking into account the total number of hours donated to the shared leave pool and the recipient's documented need.
* Recipients will be notified of the approved shared leave allocation and any conditions or restrictions associated with its use.

**7. Administration**

* Human Resources will oversee the administration of the shared leave program, including the collection of donations, processing of requests, and maintenance of accurate records.
* The confidentiality of donor and recipient information will be strictly maintained, in accordance with applicable privacy laws and regulations.

**8. Review and Amendment**

This Shared Leave Policy shall be reviewed periodically to ensure its effectiveness and compliance with relevant laws and regulations. Amendments may be made as necessary with approval from [appropriate authority or department].