**Paid Leave Sharing Policy**

**Policy Statement**

ARI Network Services recognizes that employees may have a family medical emergency resulting in a need for additional time off in excess of their paid time off. To address this need, all eligible employees will be allowed to donate sick time from their unused balance to their co-workers in need of sick time in accordance with the policy outlined below. This policy is strictly voluntary.

**Eligibility**

Employees must be employed with ARI Network Services for a minimum of one year to be eligible to donate and/or receive donated sick time.

**Guidelines**

Employees who would like to make a request to receive donated sick time from their co-workers must have a situation that meets the following circumstances:

***Medical emergency of self or immediate family member***

* defined as a serious medical condition (such as cancer, serious injury, major surgery, heart attack, etc) of the employee or an immediate family member (spouse or child) that poses a threat to life and/or requires inpatient, hospice or residential health care and
* that will require the prolonged/extended absence of the employee from work to provide care for self or immediate family member and will result in a substantial loss of income to the employee due to the exhaustion of all paid leave available.

**Donation of Sick Time**

* The donation of sick time is strictly voluntary.
* An employee may donate sick time to a pool for use by eligible recipients.
* The donation of sick time is on an hourly basis, without regard to the dollar value of the donated or used leave.
* The minimum number of sick time hours that an eligible employee may donate is 4 hours.
* The maximum number of sick time hours an eligible employee may donate in one calendar year is 40 hours and the donator must retain a sick time balance of at least 40 hours in their own account.
* Employees cannot borrow against future sick time to donate.
* Employees who are currently on an approved leave of absence cannot donate sick time.
* Donor’s identities will remain confidential and will not be shared.
* Donations can be made at any time by submitting a ***Paid Leave Sharing Donation Authorization Form*** to Human Resources. Donations cannot be reversed. By signing and submitting a Donation Form you are approving HR to remove the time from your Sick Time balance.

**Requesting Donated Sick Time**

Employees who would like to request donated sick time are required to complete a ***Paid Leave Sharing Request Form*** and submit it to Human Resources. Requests for donations of sick time must be approved by human resources, the employee's immediate supervisor and an Executive Team Member of ARI Network Services.

If the recipient employee has available sick, vacation or personal time in his or her balance, this time will be used prior to any donated sick/personal time. Donated sick time may only be used for time off related to the approved request.

To be eligible the recipient must not be receiving any other forms of payment such as short-term disability, long-term disability or worker’s compensation.

Employees who receive donated sick/personal time may receive no more than 480 hours (12 weeks) within a rolling 12-month period. Once the employee has returned to work any remaining unused balance of donated sick time will go back into the donated sick pay pool for future use by other employees.

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