

# HUMAN RESOURCE POLICY MANUAL

## Community Personal Leave Fund

**Policy:** The Shodair Community Personal Leave fund is available to all Shodair employees. Employees may apply to the Shodair Community Personal Leave fund when they have exhausted all their leave banks. Shodair aims to create an opportunity for employee to support each other by donating to the Community Personal Leave fund.

Employee's may donate hours to the Shodair Community PL Fund

- Employees can donate in whole hour increments
- Employees must keep 80 hours in their bank after their donation.
- Employee's can donate a max of 80 hours at a time, twice a year (160 max hours annually)

Employees can apply for hours from the Shodair All Personal Leave bank.

- Employee must exhaust their own PL and EI banks (or any other special banks) before applying for hours from the Shodair Community PL fund.
- Employees can apply the pay period before they exhaust their banks
- Employees must fill out the application and submit it to HR
- All request are personal and confidential
- HR will have 5 business days to process the donation request form.