



Shared Parental Leave Policy Template

Welcome to our organization! We are excited to have you join our team. As part of our commitment to supporting our employees, we have developed a Shared Parental Leave Policy to provide flexibility and support for new parents.

Our Shared Parental Leave Policy allows eligible employees to share leave and pay following the birth or adoption of a child. This policy is in line with the regulations set forth by the Family and Medical Leave Act (FMLA) and the Equal Employment Opportunity Commission (EEOC).

Key points of our Shared Parental Leave Policy include:

- Eligibility criteria for employees to qualify for shared parental leave
- Process for requesting and approving shared parental leave
- Duration and scheduling of shared parental leave
- Pay and benefits during shared parental leave
- Return to work arrangements after shared parental leave

For more information on our Shared Parental Leave Policy, please refer to the full policy document [\[here\]](#) (insert link to policy document).

If you have any questions or need further clarification on our Shared Parental Leave Policy, please do not hesitate to reach out to our HR team.

We look forward to supporting you during this special time in your life. Welcome aboard!