

# PARENTAL LEAVE POLICY CHECKLIST

Does your parental leave policy account for the following?



## Eligibility

- All new parents (via birth, adoption, foster)
- Regular, full-time employees (and include other worker classifications as applicable)
- Tenure requirement no more than 3 months of employment (you can prorate the benefit amount by tenure if that works best for your org)



## Benefit

- 14+ weeks, fully paid
- Job-protected, benefits-maintained



## Return-to-work options, for example:

- Work 80% time for 100% pay up to 1 month
- Work part-time (with reduced pay) for up to 6 months



## Request/notification:

- It's clear and easy for employees to get more information and request leave



## Other leaves and disability benefits:

- Leave runs concurrently with FMLA and state parental leave
- It's clear how the policy interacts with state leave laws (if relevant) or short-term disability benefits (if relevant)



## Additional items to consider:

- Language is gender neutral
- Additional leave time for parents with a child in the NICU
- How does parental leave impact variable pay and accruals
- Intermittent leave guidelines
- Breastfeeding/lactation policy
- Pregnancy loss policy

**Implementation & Change Management Considerations:** How will your team administer leaves, will you outsource this service? For new policies or changes, who do these changes impact: employees currently on leave, looking forward, or retroactively? Finally, even the best policies are only effective when managers are prepared and supported to implement them. Train and support your managers and executive leadership.

Contact Us

