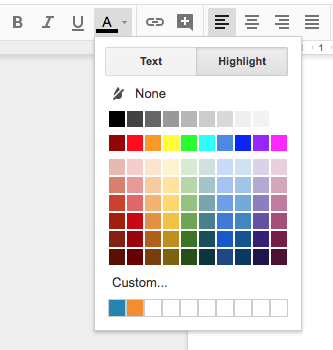
## Proposal for Paid Family Leave | Template

The following pages outline the essentials you’ll need for taking a proposal for Paid Family Leave to your employer. As part of the package, we’ve included:

* **A letter to your employer**
* **An outline** for why Paid Family Leave matters and how it relates to your company
* **Sample policy language to develop a great policy**

We’ve deliberately left our branding off the following pages so that you can own this as an internal company document/proposal. Feel free to add your company logo to the headers etc. as necessary. We’ve also tried to make this template as easy to use as possible, highlighting text throughout:

* Orange highlighted text indicates areas that you should edit to include information relevant to your company/organization.
* Green highlighted text indicates a note that you should delete after reading.



Once you’ve made all of the edits, you can select all text (*Cmd/Cntl + A*) and remove the highlights by clicking on the *text color* button in the toolbar, and selecting *Highlight > None.*

For further support on this, contact us directly at [workshop@paidleave.us](mailto:workshop@paidleave.us).

[ Your Company Logo ]

## Proposal for Paid Family Leave

**To:** [Names, Titles, or “Executive Committee”]

**From**: [Your Name/s, Titles]

**Re:** Paid Family Leave

[Company name] is a leader in the [industry] field. Paid family leave is a rapidly growing trend in businesses across the country, allowing employees to be with their families when they’re needed most. Providing paid family leave improves retention, productivity, and competitiveness, and is strongly aligned with our values as a company.

We have an opportunity to become leaders in paid family leave.

This document outlines our proposal for a paid family leave policy at [Company Name]. We look forward to discussing it with you in our meeting scheduled for [date, time and location].

Thank you in advance,

— [Your Name/s]

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## Why Paid Family Leave

[Company Name] values families, cares about its employees, prides itself on employee retention and staff development, and strives to create a positive work culture. We must continue to evolve our benefits in order to align with our values and to remain competitive with talent recruitment and current employee retention.

**A strong paid family leave policy can:**

* Strengthen employee loyalty and retention, and boost morale[[1]](#footnote-0)
* Distinguish our company, and make hiring and talent acquisition more competitive and attractive
* Provide our company with opportunities for reputation-boosting PR
* Improve the health of children and families, as well as support greater gender equity in the workplace[[2]](#footnote-1)

## What our Employees Say: Testimonials

This story is from Samantha Martin, who wanted to share her story. She worked as one of our front desk receptionists for four years but left last year.

*I loved working there, but wanted to start a family. I realized that I would be much better off at a company that offered paid parental leave. I’m pregnant now and grateful that I changed jobs last year so that I can afford to take 12 weeks off of work when my baby comes.*

This story came from one employee in our company who has worked here for three years in the marketing department. He asked me to not include his name, but wanted me to share his story with you:

*My husband and I are in a same-sex marriage and were on a waiting list for years to adopt a child. Our company’s policy doesn’t include adoptive parents, so we didn’t have paid leave. When we found out that our newborn daughter was coming to us, we cobbled together vacation and sick days while my husband negotiated an unpaid leave to care for our new baby for six weeks. Scrambling to carve out time with our newborn was a distraction during our first days of parenthood. Those first weeks were wonderful, sleepless, and challenging. While we were able to take time with her it was hard knowing that my colleagues who are parents had been respected and supported by our company with a paid parental policy that discriminated against my family because we are a little different*

## Our Current Policy

[Include the company’s current policy here].

### [COMPANY NAME]

* **Parental Leave:** X weeks of paid parental leave, in addition to X weeks of disability for biological mothers (paid at X%).
* **Family Caregiving Leave:** X weeks available to care for a seriously ill family member
* **Personal Medical Leave:** X weeks available to address an employee's own serious illness (not sick days)

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## Benchmarking Competitor Policies

In order to be a leader in our field, we should know what our competitors are offering. We researched a few of our competitors in the \_X\_\_ industry (or in the region) and here’s what we found:

### [COMPETITOR NAME 1]

* **Parental Leave:** X weeks of paid parental leave, in addition to X weeks of disability for biological mothers (paid at X%).
* **Family Caregiving Leave:** X weeks available to care for a seriously ill family member
* **Personal Medical Leave:** X weeks available to address an employee's own serious illness (not sick days)

### [COMPETITOR NAME 2]

* **Parental Leave:** X weeks of paid parental leave, in addition to X weeks of disability for biological mothers (paid at X%).
* **Family Caregiving Leave:** X weeks available to care for a seriously ill family member
* **Personal Medical Leave:** X weeks available to address an employee's own serious illness (not sick days)

Note: if you have more than 2–3 companies to include, you can use and edit this sample Benchmarking Competitors’ Offerings Chart:

|  |  |  |  |
| --- | --- | --- | --- |
| COMPETITOR | TYPE OF LEAVE (in weeks) | | |
| Parental | Family Caregiving | Personal Medical |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Proposed Policy

Describe your proposed policy as completely as possible, so that your company’s executive team has a clear understanding of what it is considering. [Our company] policy should be offered to all employees: to birth parents and adoptive parents to bond with a newborn child; and to all employees for recovery from a serious health condition or to care for an ill family member, including [chosen family](https://www.americanprogress.org/issues/lgbt/reports/2016/12/01/292886/making-paid-leave-work-for-every-family/).

More great policies are listed here: <http://paidleave.us/paidleave_faq>.

Below are suggested policy standards and sample language to use when developing your company's policy.

### PROPOSED POLICY — Gold Standard

* **Parental Leave:** 24 weeks of paid parental leave for all new parents (paid at 100%). Short term disability runs concurrently
* **Family Caregiving Leave:** 12 weeks available for care of a seriously ill family member
* **Personal Medical Leave:** 12 weeks available to address an employee's own serious illness (not including sick days)

### PROPOSED POLICY — Silver Standard

* **Parental Leave:** 12 weeks of paid parental leave for all new parents, in addition to 8 weeks of short term disability for birthing mothers (paid at 100%)
* **Family Caregiving Leave:** 6 weeks available to care for a seriously ill family member
* **Personal Medical Leave:** 6 weeks available to address an employee's own serious illness (not including sick days)

## Conclusion

**Thank you for considering our proposal to establish a high-quality paid family leave program that we can be proud of.** I’ve/We’ve attached some sample language that might be useful as you consider our proposal and I/we look forward to discussing next steps.

## Paid Family Leave [Sample Policy Language]

All team members at [Company Name] are eligible for Paid Parental Leave, for up to [number of weeks] in the twelve-month period following the birth of a child, adoption of a child, or placement of a foster child in their home.   
  
Employees are always welcome and encouraged to talk with their managers about a return-to-work schedule with reduced or flexible work hours to accommodate family needs.   
  
**EMPLOYEE NOTIFICATION:** We ask that team members notify their manager and/or the CEO as soon as practicable about their intention to take parental leave.

**REMUNERATION SOURCE FOR PARENTAL LEAVE:** For employees in states with Paid Family Leave schemes, your salary will be in part provided by State Disability Insurance (or equivalent system), and the remaining ‘top up’, up to 100% of your regular salary, will be paid by [Company Name]. At the conclusion of your SDI entitlements, [Company Name] will continue to pay you your full salary.

**Family and Medical Leave will be granted for the following reasons:**

* To care for an employee’s family member – spouse, registered domestic partner, child, parent, sibling, chosen family, grandparent or other qualifying family member – with a serious health condition
* When the employee is unable to return to work because of a ‘serious health condition’ (See definition below).

An employee may be eligible for the following combined total of family and medical leave for the reasons listed above, within a 12 month period:

* Up to [number of weeks] paid family and medical leave
* Up to a further [number of weeks] of unpaid family and medical leave

You may be eligible to take family and medical leave on an intermittent basis, or to  
work a reduced schedule. You will be required to discuss and negotiate with your  
Manager and/or the CEO any proposed leave so as not to unduly disrupt the company’s operations.

### SERIOUS HEALTH CONDITION

As defined under the Family and Medical Leave Act, [Company Name] has adopted ‘serious health condition’ to mean an illness, injury, impairment, or physical or mental condition that involves:

* any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility; or
* a period of incapacity requiring absence of more than three calendar days from work, school, or other regular daily activities that also involves continuing treatment by (or under the supervision of) a healthcare provider; or
* any period of incapacity due to pregnancy, or for prenatal care; or
* any period of incapacity (or treatment therefore) due to a chronic serious health condition (e.g., asthma, diabetes, epilepsy, etc.); or
* a period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective (e.g., Alzheimer’s, stroke, terminal diseases, etc.); or,
* any absences to receive multiple treatments (including any period of recovery therefrom) by, or on referral by, a healthcare provider for a condition that likely would result in incapacity of more than three consecutive days if left untreated (e.g., chemotherapy, physical therapy, dialysis, etc.).

1. Boston Consulting Group 2017 “Why Paid Family Leave is Good for Business” [↑](#footnote-ref-0)
2. New America Foundation 2017 “Paid Family Leave: How Much Time is Enough” <https://www.newamerica.org/better-life-lab/policy-papers/paid-family-leave/> [↑](#footnote-ref-1)