

FAMILY FORWARD MOVEMENT

Model Parental Leave & Family Support Policy

A template for companies ready to set a real standard. Adapt freely. Implement fully.

This model policy is designed for companies of all sizes. Sections in [brackets] should be customized to your organization. This document covers paid family leave, childcare support, return-to-work standards, and lactation accommodations. It is intended as a starting floor — companies are encouraged to go further.

1. PAID FAMILY LEAVE

1.1 Maternity / Birthing Parent Leave

[Company Name] provides [12] weeks of fully paid leave to all employees who give birth, effective from the child's date of birth or earlier if medically necessary. Leave is paid at 100% of base salary. This benefit is available from the first day of employment with no tenure requirement.

1.2 Partner / Non-Birthing Parent Leave

All employees who become parents — through birth, adoption, foster placement, or surrogacy — are entitled to [6] weeks of fully paid leave. This applies equally to all family structures and relationship configurations.

1.3 Adoption & Foster Care Leave

Employees who adopt or become foster parents to a child under age 18 are eligible for [6] weeks of fully paid leave upon placement.

1.4 Pregnancy & Infant Loss Leave

Employees who experience miscarriage, stillbirth, or infant loss at any gestational age are entitled to [2] weeks of fully paid, job-protected leave, separate from and in addition to any parental bonding leave. This leave requires no formal documentation beyond a self-certification.

1.5 Job Protection

All employees returning from parental or pregnancy loss leave are entitled to return to their same role, salary band, and career trajectory. No employee shall be demoted, reassigned to lesser duties, passed over for promotion, or subject to negative performance review as a result of having taken leave.

2. CHILDCARE SUPPORT

2.1 Childcare Subsidy

[Company Name] provides a monthly childcare reimbursement benefit of up to \$[1,500–3,000] per employee for children under public school age (approximately age 5–6). This benefit covers licensed daycare centers, licensed home care providers, nanny or au pair arrangements, and before/after school programs for kindergarten-age children. The benefit covers [one / two] children per household.

2.2 Eligibility

The childcare subsidy is available to all benefits-eligible employees from their first day of employment. There is no waiting period.

2.3 Reimbursement Process

Employees submit monthly receipts via [HR system / expense platform]. Reimbursements are processed within [10] business days and paid directly to the employee.

2.4 Dependent Care FSA

In addition to the employer subsidy, employees may contribute to a Dependent Care Flexible Spending Account (DC-FSA) up to the IRS annual limit.

3. RETURN TO WORK

3.1 Pre-Leave Planning

Prior to commencing leave, the employee and their manager will collaboratively complete a Return-to-Work Planning Document covering: workload handoff, communication preferences during leave, and initial reentry expectations. HR will facilitate this conversation no later than [4] weeks before the scheduled leave start date.

3.2 The 30/60/90-Day Reentry Plan

Upon return, every employee receives a structured reentry plan:

- Days 1–30 (Reorientation): Reduced meeting load. Catch-up on key updates. No new major project ownership. Manager check-in weekly.
- Days 31–60 (Reintegration): Gradual return to full project load. Flexible hours accommodated. Workload reviewed jointly.
- Days 61–90 (Full Return): Full responsibilities resumed. Any ongoing flexibility arrangements confirmed in writing.

3.3 Schedule Flexibility

Returning employees may request adjusted start/end times, remote work days, or modified schedules during the reentry period and beyond, to accommodate childcare drop-off, pickup, feeding schedules, or medical appointments. Requests will be accommodated where operationally feasible and will not be penalized.

3.4 Paid Sick Days for Caregiving

Employees are entitled to use paid sick leave to care for a sick child without penalty, PTO deduction dispute, or negative notation.

4. LACTATION ACCOMMODATIONS

4.1 Pumping Break Time

Employees who are breastfeeding or pumping are entitled to reasonable paid break time to express breast milk for up to [12] months following the birth of a child. Breaks will be scheduled to minimize disruption while protecting the employee's needs.

4.2 Private Space

[Company Name] maintains a dedicated lactation room that is: private, clean, not a bathroom, equipped with a chair, flat surface, electrical outlet, and refrigerator or cooler access. The room is reservable and signage protects privacy.

4.3 Remote Workers

Remote employees are encouraged to take equivalent break time and are entitled to the same accommodation considerations during any in-person work requirements.

5. POLICY ADMINISTRATION

5.1 Documentation

This policy is included in the Employee Benefits Handbook and reviewed annually. All employees receive written notification of their eligibility and entitlements upon hire and upon any qualifying life event.

5.2 No Retaliation

Any employee who exercises rights under this policy is protected from retaliation. Concerns should be directed to [HR contact / People team].

5.3 Questions

Contact [HR/People team email] with any questions about eligibility, reimbursement, or return-to-work planning.

This model policy was developed by Family Forward Movement as part of the Corporate Responsibility Toolkit. It reflects evidence-based best practices in family support policy. Companies are encouraged to adopt, adapt, and exceed these standards. Share your adoption at familyforwardmovement.com/take-action.

Version 1 · June 2026 · familyforwardmovement.com