

FAMILY FORWARD MOVEMENT

Family-Friendly Workplace Audit

Use this checklist to assess where your company stands — and where the gaps are.

This audit is designed for HR leaders, People teams, founders, and employees who want to understand their company's current family support posture. Score each section honestly. The gaps you find are the starting point for change.

PAID FAMILY LEAVE

Question	Answer	Notes
Do you offer paid maternity leave beyond short-term disability?	Yes / No / Partial	
Is maternity leave fully paid (100% salary replacement)?	Yes / No / Partial	
Do you offer paid paternity or partner leave?	Yes / No / Partial	
Is partner leave at least 6 weeks?	Yes / No / Partial	
Is leave available from day one of employment?	Yes / No / Partial	
Do you offer any protected leave for pregnancy or infant loss?	Yes / No / No policy	
Are leave policies documented in the employee handbook?	Yes / No / Verbal only	

CHILDCARE SUPPORT

Question	Answer	Notes
Do you offer any childcare subsidy or reimbursement?	Yes / No	
Is the benefit available regardless of tenure?	Yes / No / N/A	
Does the benefit cover multiple children?	Yes / No / N/A	
Do you provide access to on-site or near-site childcare?	Yes / No	
Do you offer a Dependent Care FSA (DC-FSA)?	Yes / No	
Are childcare benefits clearly documented at hire?	Yes / No / Not documented	

RETURN TO WORK

Question	Answer	Notes
Do you have a formal return-to-work process for parental leave?	Yes / No / Informal only	
Do you offer a 30/60/90-day reentry plan for returning parents?	Yes / No	

Is schedule flexibility available during the reentry period?	Yes / No / Manager discretion	
Are managers trained on supporting returning parents?	Yes / No	
Are pumping/lactation rooms available and clearly designated?	Yes / No / Bathroom only	
Do you allow flexible hours for school drop-off and pickup?	Yes / No / Manager discretion	
Do you offer paid sick days for care of sick children?	Yes / No / PTO only	

FERTILITY & LOSS SUPPORT

Question	Answer	Notes
Does your health insurance cover fertility treatments (IVF, IUI, etc.)?	Yes / No / Unknown	
Is there a lifetime cap on fertility coverage?	Yes / No / Unknown	
Is mental health support available for fertility-related stress?	Yes / No	
Do you offer any protected leave for pregnancy loss?	Yes / No	
Is bereavement leave available for pregnancy loss?	Yes / No / Not specified	

POSTPARTUM SUPPORT

Question	Answer	Notes
Does your health plan cover postpartum mental health care?	Yes / No / Unknown	
Is postpartum care covered beyond 6 weeks?	Yes / No / Unknown	
Is prior authorization required for postpartum mental health visits?	Yes / No / Unknown	
Do you offer an EAP with postpartum-specific resources?	Yes / No	
Is lactation consultancy covered by your health plan?	Yes / No / Unknown	

SCORING YOUR RESULTS

Score	What it means	Recommended next step
Mostly Yes	Your company is ahead of most. Now let's improve policies. Join the FFM Corporate Pledge.	Share your policies. Join the FFM Corporate Pledge.
Mixed	Good intentions, policy gaps. The handbook needs work. Policy template. Start with leave + childcare.	Booktime to work. Policy template. Start with leave + childcare.
Mostly No/Unknown	Standard U.S. baseline — but the baseline is broken. See the Employee Advocacy Letter. Build from there.	Start with the Employee Advocacy Letter. Build from there.
No policies exist	Your company has work to do. So does the country. Devote all resources. Bring this audit to HR or leadership.	Devote all resources. Bring this audit to HR or leadership.

This checklist was developed by Family Forward Movement. Share it. Bring it to your HR team. Use it to start the conversation your workplace hasn't had yet. Additional resources — including a model parental leave

policy, a 30/60/90-day return-to-work template, and an employee advocacy letter — are available at familyforwardmovement.com/take-action.