

Your Company Logo Goes Here

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 ___ field. Paid family leave is a rapidly growing trend in businesses across the country, allowing employees to be with family when they’re needed most. It’s a policy that results in improved retention, productivity, and competitiveness, and is also 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 paid family leave at our company. We look forward to discussing it with you in our meeting scheduled for DATE TIME LOCATION.

Thank you in advance,

--- Your Name/s

Why Paid Family Leave

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

A strong paid family leave policy can:

- Strengthen employee loyalty, boost morale, and employee retention¹
- 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 workplace²

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 4 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 3 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. My 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 6 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]

¹ Boston Consulting Group 2017 "Why Paid Family Leave is Good for Business"

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/>

- 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 for care of a seriously ill family member
- Personal Medical Leave: X weeks available to address an employee's own serious illness (not sick days)

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 for care of 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 for care of a seriously ill family member
- Personal Medical Leave: X weeks available to address an employee's own serious illness (not sick days)

If you have more than 2-3 companies to include, you can use and edit this sample

Benchmarking Competitors' Offerings Chart:

Name of Competitor	Parental Leave (weeks)	Family Caregiving Leave (weeks)	Personal Medical Leave (weeks)

Proposed Policy

Describe your proposed policy as completely as possible, so that your company's executive team have a clear understanding of what they are considering. Below are suggested policy

standards, and sample language for you to use in developing your company's policy. More quality policies are listed here ([LINK to Implementation Q&A doc](#), which will list good quality policies and other FAQ for HR). Your policy should be offered to all employees: for birth parents and adoptive parents to bond with a newborn child; for recovery from a serious health condition; to care for an ill family member, including [chosen family](#).

[PROPOSED POLICY - Gold Standard]

- Parental Leave: 24 weeks of paid parental leave to 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 to all new parents, in addition to 8 weeks of short term disability for birthing mothers (paid at 100%)
- Family Caregiving Leave: 6 weeks available for care of a seriously ill family member
- Personal Medical Leave: 6 weeks available to address an employee's own serious illness (not including sick days)

Projected Annual Costs

	Parental Leave	Family Caregiving	Personal Medical	Total
Gold Standard	\$960,000	\$56,000	\$40,000	\$1,056,000
Silver Standard	\$Z	\$Z	\$Z	\$Z

Note: Costs do not take into account the impact on productivity of employee absence, physical and mental health challenges and turnover. See Appendix for details.

Conclusion

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

Appendix

Cost Analysis: Parental Leave

COST		NOTES
# Eligible Employees	20	Projected annually based on past trends
Median Cost of Employee	\$1,500	Weekly, either salary or salary + benefits
# of Temporary Roles Needed	10	Assuming half of roles can/need to be covered
% Pay Provided by State	0	For employees in CA, RI, NJ, NY, Washington
Cost of A Hire	\$4,000	Based on SHRM study
Estimated Total Cost	\$1,120,000	Based on 24 weeks of paid parental leave; take into account current short-term disability pay
SAVINGS		
# Employees Retained	40	Projected - X% decrease in attrition due to family status + X% increase in loyalty
Cost of A Hire	\$4,000	
NET COST	\$960,000	

Cost/benefit analysis resources:

[Optimizely financial modeling tool](#)

[Instacare parental leave cost savings calculator](#)

[Department of Labor Report: *The Cost of Doing Nothing*](#)

Cost Analysis: Family Caregiving Leave

COST		NOTES
# Projected Leaves	4	Projected annually, based on data from states with paid caregiving leave ³
Median Cost of Employee	\$1,500	Weekly, either salary or salary + benefits
# of Temporary Roles	0	Assuming leaves have short notice and unpredictable length

³ [Paid Family Leave Market Research, p. 31](#)

Needed		
% Pay Provided by State	0	For employees in CA, RI, NJ, NY, Washington
Estimated Total Cost	\$72,000	Based on 12 weeks of paid caregiving leave
SAVINGS		
# Employees Retained	4	
Cost of Hire	\$4,000	
NET COST	\$56,000	

Cost Analysis: Personal Medical Leave

COST		NOTES
# Projected Leaves	8	Projected annually
Median Cost of Employee	\$625	Weekly, either salary or salary + benefits. Calculation depends on whether employer already provides short-term disability insurance.
# of Temporary Roles Needed	0	Assuming leaves have short notice and unpredictable length
% Pay Provided by State	0	For employees in CA, RI, NJ, NY, Hawaii and Puerto Rico
Estimated Total Cost	\$60,000	Based on 12 weeks of paid caregiving leave
SAVINGS		
# Employees Retained	5	
Cost of Hire	\$4,000	
NET COST	\$40,000	

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 a 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 and/or CEO 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 of 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 you 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 scheduled leave so as not to unduly disrupt the company's operations.

SERIOUS HEALTH CONDITION

[COMPANY NAME] has adopted the meaning of 'serious health condition' as defined under the Family and Medical Leave Act, meaning 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 health care 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.).