



# Family Friendly Workplace Ideas

Here are a few ideas to help your organization move, or continue to move, toward being a **family-friendly workplace** so your employees can fulfill both their **family and work** obligations.

## Time off and Schedules

- Allow time off to be taken in hours, not days or half-days
- Use a Paid Time Off (PTO) bank rather than separate vacation and sick day banks
- Allow employees returning from parental leave to gradually transition back
- Respect diverse family compositions by having “parental leave”
- Create flexible work schedules...
  - Flex time: at workplace during specific times, all other work hours can be remote
  - Compressed time: a full week’s work schedule is worked in less than five full work days
  - Telecommute: employees work predominantly from home rather than the workplace

## Child Care

- Provide employees with information about child care resources
- Offer a monthly stipend toward the cost of child care
- Partner with a local or nearby child care center to reserve a number of enrollment spots so employees can have easier access to child care (waitlists can be long).
- Create a “babies at work” program (for more information see <http://babiesatwork.org>)
- Provide onsite child care

## Other Policies and Practices

- Know applicable laws, educate employees about them, and comply. Voluntarily comply with the family friendly laws even if your company is not required to do so.
  - Lactation accommodation (federal and Vermont law)
  - Vermont Parental and Family Leave Act (Vermont’s version of FMLA)
  - Flexible Work Arrangements (Vermont law)
- Offer a Flex Spending (a.k.a. “cafeteria” or Section 125) plan so employees can use pre-tax dollars for childcare (and medical) expenses
- Create a diverse committee of employees to examine family-related policies and practices
- Incorporate family-related initiatives and resources in your workplace wellbeing program
- Include early childhood education and child care centers in philanthropic activities
- Talk with other employers about what they are doing. Learn from and inspire each other!