**Menstrual Policy Template**

**[Your Company Name]** has introduced a menstrual and menopause policy. This policy supports employees in their ability to adequately self-care during their period and menopause, while not being penalised by having to deplete their sick leave. Periods and menopause are not a sickness after all. This policy also seeks to remove the stigma and taboo surrounding menstruation and menopause.

**Policy**

This policy is designed to provide opportunities for restful working circumstances and self-care for employees experiencing symptoms of menstruation and menopause.

The policy is designed to be flexible depending on the employee’s needs, providing for the following options:

1. The possibility of working from home\*;
2. The opportunity to stay in the workplace under circumstances which encourage the comfort of the employee eg. resting in a quiet area; or
3. The possibility of taking a day’s paid leave.

In the case of paid leave, employees are entitled to a maximum of 12 paid days per calendar year (non-cumulative) in the event of inability to perform work duties because of menstruation and menopause, and their associated symptoms.

A medical certificate is not required.

\*This provision should be incorporated into your organisation’s working from home policy.