

Menstrual Leave Policy



Validated for use by

chrmp[®]

CERTIFIED HUMAN RESOURCE
MANAGEMENT PROFESSIONAL

Powered By
chrmp[®]
CERTIFIED HUMAN RESOURCE
MANAGEMENT PROFESSIONAL

[Click here to get the most up-to-date version of this document](#)

TABLE OF CONTENTS:

1. Policy statement
2. Purpose of the menstrual leave policy
3. Scope of the policy
4. Definition
5. Responsibility to implement
6. Non-compliance of the policy
7. Menstrual leave policy guidelines

POLICY STATEMENT:

Employees are the most priced assets for an organisation. The success and growth of an organisation is not possible without their relentless contribution.

This menstrual leave policy reflects (Name of Organisation's) firm belief in prioritising its employees 'well-being and creating a comforting workplace for their employees.

Overall, the policy aims to

1. Care for their employees when they are menstruating
2. Allow them flexibility to work
3. Remove stigma associated with menstruation

PURPOSE:

This policy creates the guidelines that the organization must follow to support their employees when they are menstruating.

SCOPE:

This policy is applicable for all employees in the organization who experience their menstrual cycle.

DEFINITION:

A menstrual cycle is the series of physiological changes that a woman's undergoes each month to prepare her body for any possibility of pregnancy.

This cycle is commonly known as periods and is characterised by bleeding, body pain, discomfort, and mood swings.

RESPONSIBILITY TO IMPLEMENT:

The HR department will be responsible for implementing the policy.

The employees will be responsible for adhering to it.

NON-COMPLIANCE OF THE POLICY:

1. Managers must abide by the policy guidelines while approving leaves. Any violation would attract action as per the company's disciplinary policy.
2. The HR department will have the final decision regarding the interpretation of the terms of the policy.

MENSTRUAL LEAVE POLICY GUIDELINES:

1. To implement this policy, a new leave category must be introduced in the organisation. (Alternately, the number of medical leaves can be increased)
2. This leave may be termed as **menstrual** leaves or **other** leaves, or any other term as deemed right by the organisation.
3. The addition of this leave must be communicated to all employees.
4. These leaves must be included under the leaves of the eligible employees.
5. One/two leaves must be credited to the eligible employees leave balance each month.
6. These leaves can be either taken as one/two full days or can be availed as half day leaves also.
7. The employee portal must reflect all these changes.

8. The employee must be able to apply for the same on the HRIS.
9. These leaves will be paid in nature. However, these leaves will not be cashable if they are not used.
10. Similarly, the leaves cannot be carried forward if they are not used.
11. These leaves can be availed also by employees under probation.
12. These leaves cannot be clubbed with casual leaves. However, they can be clubbed with sick leaves.
13. No questions asked policy must be followed by managers while approving these leaves as they might be sudden and unplanned.
14. Work from home facility can be provided after availing the leaves to the menstruating employee if requested.
15. It should be the responsibility of the organisation to provide a separate resting room for women who start menstruating in office.
16. The organisation can also provide pain killer medicines and hot water bags in the resting room.
17. It should be the responsibility of the organisation to provide for menstrual products such as sanitary napkins, tampons in the washrooms. (Organisation's discretion will make it either free or paid)
18. The organisation can also allot a woman helper in the washroom to help the menstruating employees.
19. Availing these leaves by an employee will not have any impact on their performance appraisal.

20. Employees must not be discriminated or mocked because they use of these leaves.

In case if it's not a free leave:

- ✓ *One day's basic salary can be deducted, or any amount as decided by the organization.*
- ✓ *This amount should not exceed the loss of pay for a day.*



Approved by:

Date of approval:

Revisions

Revision No. - Revision date - Approved by

Revision No. - Revision date - Approved by