

Menstrual & Menopause Health and Flexibility Policy

1. Purpose

This policy recognises that some employees may experience symptoms associated with menstruation or menopause that affect their comfort, health, or ability to work. Millbrook Parish Council is committed to supporting staff through flexibility, understanding, and appropriate adjustments.

2. Scope

This policy applies to all employees who experience menstruation or menopause, regardless of grade, role, or contract type.

3. Principles

Promote a supportive and inclusive work environment.

Respect privacy and dignity.

Provide flexibility in working arrangements where needed.

Ensure absence or adjustments linked to menstruation or menopause are managed fairly and without discrimination.

4. Flexible Work Options

Where practical, employees may request:

Flexible start/finish times to manage symptoms.

Remote/home working if duties allow.

Short breaks during the day.

Temporary adjustment of duties (e.g., reduced physical tasks)

Access to a quiet space or rest facilities if available.

5. Leave Options

Employees experiencing severe symptoms may:

Request paid menstrual or menopause leave up to 5 days per year, not deducted from annual leave).

Use sick leave provisions where symptoms prevent attendance.

Request unpaid leave if paid leave entitlements have been exhausted.

(Council may choose whether to provide additional paid menstrual/menopause leave or simply clarify that sick leave can cover related absence.)

6. Request Process

Employees should notify the Chair as soon as possible if they need flexibility or leave.
No requirement to provide medical evidence unless absences become prolonged or frequent.
Discussions should be confidential and handled sensitively.

7. Chair Responsibilities

Treat requests seriously and compassionately.
Ensure confidentiality.
Explore reasonable adjustments before requiring absence.
Avoid discrimination, bias, or negative impact on career progression.

8. Awareness & Training

Chair can receive guidance on menstrual and menopause health awareness.
Resources on menstrual and menopause wellbeing will be made available to all staff.
Encourage open, respectful conversation to reduce stigma.

9. Review

This policy will be reviewed annually, with input from employees, to ensure it remains supportive and effective.

Date	Minute	Notes
21/10/2025	108.1	Approved at full council meeting