

ABC's for a Family-Friendly Workplace

When parents have difficulty getting their child care needs met, they are more likely to have a higher rate of absenteeism and tardiness issues in the workplace, both of which affect company productivity. A Family-Friendly Workplace can help support employees - benefiting both the company and the worker.

Below are a some easy ways to support families with children to encourage a family-friendly work environment.

Allow Flexible Leave Policies

- Arrange leave policies by the hour rather than by the day.
- Combine sick and vacation time to allow parents flexibility in use of accrued leave.
- Allow employees returning from maternity/paternity leave a gradual transition back to their regular work schedule.



Build Flexible Schedules

- Flextime: The employee is at the workplace during specific "core" hours; all other hours are flexibly scheduled.
- Compressed work week: The equivalent of a full week is worked in fewer than five full workdays or, for employees on biweekly schedules, the equivalent of two weeks is worked in fewer than 10 full workdays.
- Telecommuting: Employees work out of their homes or at a satellite worksite instead of in the office.

Communicate Child Care Resources

- Parent Seminars/Employee Fairs: Provide lunch-hour seminars on parenting topics, such as choosing quality child care, time management for working parents, managing challenging behaviors, and school readiness. Include the local child care resource and referral agency at employee health/resource fairs to provide materials.
- Child Care Referrals: Distribute information on child care services from the local child care resource and referral agency.
- Parent Resources: Provide a list of community services and websites for parents.

Source: San Diego County Child Care and Development Planning Council-www.crs.ymca.org/lib-local/assets/Documents/ABCs_brochure.pdf

