

Period & Menopause Leave Policy

1. Purpose

1.1. The purpose of this policy is to reduce stigma and taboo around periods and the menopause in the workplace.

1.2. Although not everyone will experience symptoms, supporting those who do will improve their wellbeing at work and minimise any impact on productivity and attendance.

2. Taking time off

2.1. Employees are entitled to take period or menopause leave without prior notice when they get their period or experience menopause symptoms.

2.2. Employees must communicate your absence to any team members who will be affected by your absence and efforts should be made to reschedule external meetings

2.3. If the employee is capable, they can work from home, in line with our Flexible Working Policy.

3. Support in the workplace

3.1. Where possible, we shall endeavour to provide period products and bins in toilets in any office space we use. These will be available in all toilet spaces so that non-binary and trans people are able to access them.

3.2. As with other health and wellness issues in the workplace, all employees shall have access to high-quality information about menstrual health and menopause.

3.3. We shall ensure employees have adequate rest breaks to take medication in line with our Flexible Working Policy.

This policy was edited by Rhys Everquill (Managing Editor) and reviewed by Emma Guy (Commissioning Editor) and Megan Lupton (Communications Coordinator).

Last updated: 05.03.24