

Fitwel Family Support Policy



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This document provides project teams with a template that can be adopted in full to comply with requirements of the Template for Family Support Policy. Project teams can either use the exact content of this document to establish new policies, or update existing policies by adding any missing components from the below.

A qualifying family support policy must include the following:

1. Implementation

- ☐ when implementing the policy in multi-tenant commercial and residential buildings, the policy must apply to all full-time employees, exempt and non-exempt, of the areas under the control of the building management.
- ☐ when implementing the policy in single tenant and commercial interior spaces, the policy must apply to all full-time employees, exempt and non-exempt, of tenant spaces.

2. Work Support Practices

Full-time employees, exempt and non-exempt, are entitled to at least **two** of the following work support practices in case of a qualifying emergency situation*:

- ☐ flextime (e.g. compressed work week, shifted work week, flexible daily work hours) based on family needs or other considerations
- ☐ telework (working remotely full- or part-time)
- ☐ reduced schedule
- ☐ paid family leave offering full compensation during the entire period of leave.

3. Family Leave

Full-time employees are entitled to a minimum of 12 weeks of paid or unpaid family leave during a 12-month period in the case of a qualifying emergency situation**

*A Family Support Policy that is available to full-time employees through employer-sponsored health insurance may qualify, if all the other qualifications in this policy are met.

**Any of the following situations qualify as an emergency situation:

- caring for a spouse, partner, child, parent, or other family member with a serious health condition
- loss of childcare or gaps in schooling due to a contagious disease outbreak