

Workplace menopause & perimenopause policy

A short, plain-language template you can adapt for your organization. Replace bracketed sections with your own details. This is a starting point, not legal advice — have your HR and legal teams review before publishing.

1. Purpose

[Company] recognizes that perimenopause and menopause are natural life stages that can affect people at work in physical, cognitive, and emotional ways. This policy sets out how we support employees experiencing symptoms, and how managers should respond.

2. Who this applies to

All employees, contractors, and temporary staff. Symptoms can affect anyone whose hormones shift — including cisgender women, trans men, non-binary people, and people who have had surgical or medically induced menopause. Support is available regardless of gender identity or age.

3. What we mean by menopause & perimenopause

Perimenopause is the transition leading to menopause and can last four to ten years. Menopause is defined as twelve consecutive months without a period. Symptoms can include hot flashes, sleep disruption, brain fog, anxiety, joint pain, heavier or irregular periods, and more than thirty other physical and cognitive changes.

4. Our commitments

- Treat requests for support with the same seriousness as any other health matter.
- Offer reasonable adjustments where symptoms affect work.
- Protect confidentiality — details shared with a manager are not disclosed without consent.
- Train managers to hold supportive, non-judgmental conversations.
- Ensure no one is disadvantaged, disciplined, or overlooked because of menopause-related symptoms.

5. Reasonable adjustments

Adjustments should be practical, temporary or ongoing, and agreed between the employee and their manager. Examples include:

- Flexible start/finish times on high-symptom days.

- A desk fan, quieter workspace, or cooler location.
- Uniform changes (breathable fabrics, extra sets).
- Camera-off allowance in meetings.
- Paid time to attend medical appointments.
- Short breaks for symptom management.
- A temporary reduction in travel or shift work.
- Access to a private space to manage flooding or hot flashes.

6. How to request support

Employees can raise the conversation with their line manager, an alternative manager, HR, or an occupational health contact. No medical evidence is required to start the conversation. Written requests are welcome but not required.

7. Sick leave & performance

Menopause-related absences should be recorded separately from general sickness where possible, and should not count toward trigger points in the absence management policy. Performance concerns that appear during this life stage should be discussed in the context of possible symptoms before formal processes begin.

8. Manager responsibilities

- Listen without judgment. Assume the employee is the expert on their own body.
- Offer options rather than diagnoses.
- Follow up in writing so nothing is lost.
- Escalate to HR only with the employee's consent unless a safety issue is involved.

9. Confidentiality

Information shared under this policy is treated as confidential health information and stored in line with [Company]'s privacy policy and applicable law (e.g., PIPEDA in Canada, HIPAA/state law in the US, GDPR in the UK/EU).

10. Review

This policy will be reviewed every [12] months. Feedback can be sent to [HR contact / policy owner].