

Sample Babies at Work Policy*

Providing an option for employees to bring their child to work can change the future of what careers and recruiting looks like for a business. As we are aware, the time period of infancy lasts for 1 year until toddler stage has started. This is where we can look at the realistic needs of a parent during that 1 -year period and where a Babies at Work policy can be a temporary, but extremely important benefit for an employee.

Not only does an arrangement like this help working parents, but it gives an employer much more security when it comes to retention, as well as talent acquisition.

How can an employee bring their baby to the workplace? First, you will want to implement a best practice around your office or business setting, such as:

- Designate an area for the employee and baby to go to in which they can sooth and nurse the baby (if the parent is doing so) that is not the bathroom. Find more information on the Vermont law [here](#).
- Communication of this type of arrangement is key for success. Make sure employees are aware in advance that this is a policy in your handbook and that a baby will be present in the work environment.

Let's put this into action. Below is a sample policy that can be added to your employee handbook:

- The employee submits a request detailing their timeline and desired schedule for bringing a baby to the workplace.
- The request is reviewed on a case-by-case basis with the employee, his or her manager/supervisor, and Human Resources.
- The duration of the agreement is to last until the child is six months old (or designated age) or until the baby starts crawling, whichever comes first.
- The company will pay the parent 30 hours per week during the agreement, leaving 2 hours per day to attend to the child as needed. It is understood that the parent will need to attend to the needs of the child, whether it be feeding, changing, comforting when fussy, or any other issues that may arise during the day.
- A tracking system of these adjusted hours will be documented, and the employee, HR representative, and team leader will work together to make an optimal schedule for all involved. An employee can also work from home, where applicable, to make up remaining hours in the normal work week.

- Parents may use paid time off or unpaid time off to tend to the needs of their family.
- Babies are to remain with the parent or designated substitute in his/her office, and the parent is responsible for things such as diaper storage and disposal.
- The parent will designate two voluntary, alternate caregivers within the company to attend to the child while the parent is unavailable due to meetings, telephone calls, or other events.
- If there are conflicts or complaints, the parent, team leader, and Human Resources will meet immediately to address the problem. The company reserves the right to terminate the agreement at any time if the conflict cannot be resolved.

* The language from this sample policy was created by [Badger](#) for their employees. They offer a detailed explanation of their Babies at Work program on their website (linked above), including a video highlighting "[What Happens When You Let Employees Bring Their Babies to Work.](#)"