

**SELF-ASSESSMENT WORKSHEET for the 2017 Healthy Mothers Workplace Award** [www.healthymothersworkplace.org](http://www.healthymothersworkplace.org)

This worksheet summarizes the criteria for the 2017 Healthy Mothers Workplace Award, which may be useful for collecting information for a self-assessment and the online award application at [www.healthymothersworkplace.org](http://www.healthymothersworkplace.org). A workplace must meet all the  criteria in all three categories of a column to receive the award. Our workplace has policies providing....

	Bronze	Silver	Gold
<b>Pregnancy &amp; Parental Leave</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Reasonable accommodations for pregnancy, such as allowing pregnant workers to sit on a stool or transferring to a less hazardous position<sup>1</sup></li> <li><input type="checkbox"/> Up to 4 months of job-protected unpaid leave, with continued benefits, to employees who are disabled by a pregnancy or childbirth-related condition.<sup>2</sup></li> <li><input type="checkbox"/> <u>For employers with 35 or more employees:</u> 6 weeks of employer-provided Supplemental Compensation integrated with state Paid Family Leave for parents to bond with a new child.</li> <li><input type="checkbox"/> <u>For employers with 50 or more employees:</u> 12 weeks of job-protected unpaid leave, with continued benefits for parents to bond with a new child.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> All Bronze level criteria AND <b>2 of the following:</b></li> <li><input type="checkbox"/> 6 or more weeks of additional unpaid leave, beyond what is legally required, with continued benefits, for parents to bond with a new child. (# of weeks provided: _____)</li> <li><input type="checkbox"/> Employer-provided pay** during pregnancy disability leave, for up to 2 weeks. (# of weeks provided: _____)</li> <li><input type="checkbox"/> Employer-provided pay** during bonding leave, for up to 2 weeks. (# of weeks provided: _____)</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> All Bronze and Silver level criteria AND:</li> <li><input type="checkbox"/> 12 or more weeks of additional unpaid leave, beyond what is legally required, with continued benefits, for parents to bond with a new child. (# of weeks provided: _____)</li> <li><input type="checkbox"/> Employer-provided pay** during pregnancy disability leave, for more than 2 weeks. (# of weeks provided: _____)</li> <li><input type="checkbox"/> Employer-provided pay** during bonding leave, for more than 2 weeks. (# of weeks provided: _____)</li> </ul>
<b>Lactation Accommodations</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Reasonable unpaid break time for lactating employees to pump milk.<sup>3</sup></li> <li><input type="checkbox"/> A private, non-bathroom space near the employee's workspace where she can pump milk.<sup>4</sup></li> <li><input type="checkbox"/> Allowing mothers to directly breastfeed infant at work (for example, if infant is brought to workplace by a partner).<sup>5</sup></li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> All Bronze level criteria AND all of the following:</li> <li><input type="checkbox"/> Reasonable paid break time for lactating employees to pump milk.</li> <li><input type="checkbox"/> A lactation policy that is translated if necessary, posted and distributed to employees.</li> <li><input type="checkbox"/> A lactation space with a locking door.</li> <li><input type="checkbox"/> Employer-provided storage options for breast milk.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> All Bronze and Silver level criteria AND:</li> <li><input type="checkbox"/> Reasonable employer paid break time for lactating employees to pump milk, excluding an employee's earned sick and vacation pay.</li> <li><input type="checkbox"/> A sink in proximity to the lactation space (bathroom sink nearby is sufficient. Comfortable seating and a table or countertop.</li> <li><input type="checkbox"/> Additional comforts in the lactation space, including at least 3 of the following: cleaning wipes, employer-provided breast pump, footstool, music or photographs.</li> </ul>
<b>Work – Family Balance</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Employees accrue paid sick days and may use them to care for ill family members.<sup>6</sup></li> <li><input type="checkbox"/> Employees may take up to 40 hours of unpaid time off per year to: participate in their child's school or childcare facility's activities, enroll their child in school or childcare; and/or address a school or childcare emergency. <sup>7</sup></li> <li><input type="checkbox"/> Employees with caregiving responsibilities may request and be granted flexible or predictable schedules, subject to bona fide business needs.<sup>8</sup></li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> All Bronze level criteria AND:</li> <li><input type="checkbox"/> Workplace flexibility/predictability (not subject to bona fide business reason) including <b>at least 1 of the following:</b> intermittent use of bonding leave, flex-time or place, part-time, telecommute program, job sharing, compressed workweek, phased-in workforce exit or re-entry or sabbaticals, predictable schedules with advanced notice/regular hours, return to work support programs that address professional challenges via coaching and structured transition, or parent wellness and skill-building support programs</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> All Bronze and Silver level criteria AND <b>any of the following:</b></li> <li><input type="checkbox"/> "Babies-at-Work" policy for infants up to 6 months.</li> <li><input type="checkbox"/> Employer-provided childcare program or subsidy. Other exceptional or innovative program to promote bonding or caregiving. Please explain: _____</li> </ul>

1 Cal. Gov't Code § 12945.  
2 Cal. Gov't Code § 12945.2.  
3 Cal. Lab. Code § 1030.

4 Cal. Lab. Code § 1031.  
5 *DFEH v. Acosta Tacos*, 2009 WL 2595487, (Cal. F.E.H.C., 2009).

6 Cal. Lab. Code § 246.5(a)(1); S.F. Admin. Code § 12W.4.  
7 Cal. Lab. Code § 230.8(a).

8 S.F. Admin. Code § 12Z.4(a), 12Z.5(c).  
\*\*Excluding an employee's earned sick and vacation pay.

**Page 2. Worksheet for the 2017 Healthy Mothers Workplace Self-Assessment & Award**

**Workplace Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Staff person conducting this self-assessment:

**Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

Address of worksite: \_\_\_\_\_

**Please provide the following information about your worksite:**

Approximately how many employees are there at your worksite? \_\_\_\_\_

Is your worksite primarily **office** or **non-office** based? \_\_\_\_\_

Which one of the following options best describes your industry?

- |   |  |
|---|--|
| <input type="checkbox"/> Education  | <input type="checkbox"/> Accommodation and food services |
| <input type="checkbox"/> Healthcare   | <input type="checkbox"/> Information                     |
| <input type="checkbox"/> Construction, agriculture or nonpublic administration services | <input type="checkbox"/> Finance and insurance           |
| <input type="checkbox"/> Public administration  | <input type="checkbox"/> Technology                      |
| <input type="checkbox"/> Legal Services   | <input type="checkbox"/> Transportation                  |
| <input type="checkbox"/> Retail   | <input type="checkbox"/> Nonprofit                       |
| <input type="checkbox"/> Manufacturing  | <input type="checkbox"/> Other: _____                    |

(Optional) Nominate staff most instrumental to improving lactation accommodations & parental leave policies:

Names(s): \_\_\_\_\_