



Your Super *Moon Day Policy*

Dear [insert name of HR Manager],

I'm writing to let you know about a company policy that Your Super successfully implemented in 2020.

It's called Moon Days, and it's a company-wide policy that gives every female employee one day off during her menstrual cycle.

Below you will find a simple outline of Your Super's policy.

Usage of Policy:

Time Off

Employees are given the option to take a half or full day off to address their symptoms.

Work From Home

Employees can decide to not be present in the office but are still able to work throughout the day from the comfort of their own homes.

Flexibility in Meeting Attendance

An employee can skip meetings due to physical discomfort.

The employee has the discretion to use the day to accommodate their needs.

I wanted to open a discussion about our company adopting the Moon Day Policy on a trial basis.

I understand that adopting a new, company-wide policy is no simple task, but I'd be happy to support the implementation of this policy including tracking its impact and getting initial feedback from our team members.

I hope you will consider implementing this policy at [place of work]. I look forward to receiving your thoughts and feedback.

Sincerely,

[YOUR NAME]



Say *Yes* To
Moon Days