

Worksheet: Integrate age inclusion into an existing benefits practice

How to use this worksheet:

One way to integrate age inclusion into your existing benefits practice is to create and distribute a Tip Sheet for a specific type of employee experience. Use this template to create a Benefits and HR Policies Tip Sheet for Workers Navigating Menopause.

You can create similar tip sheets for other employee experiences that are often correlated with age, including benefits tip sheets for parents, for family caregivers, for employees in initial bereavement and longer-term grieving, for employees navigating disabilities, and for financial planning for retirement.

Who to include in the conversations:

Human Resources team members who work on benefits communication and utilization support. Encourage them to bring their drafted Tip Sheet to a set of employees in the target employee experience for their feedback on both content and their ideas on how to roll it out.

Creating benefits tip sheets for specific employee experiences or “life moments” can be a welcome way to integrate age-inclusive practices into your benefits efforts.

Use the sample below to create a tip sheet for employees navigating menopause. Customize it to reflect what’s included in your organization’s benefits offerings. Then develop a plan for how you will communicate the tip sheet to your employees, and where they will always be able to easily access it online.

Remember that you can create similar tip sheets for a variety of other key life moments. Your employees will feel seen and supported—and benefits utilization rates are likely to improve, too.

BENEFITS TIP SHEET: For Employees Navigating Menopause

We know it can be challenging to optimize your use of all the benefits and policies that are available to you as an employee of [insert name here], so we want to make it a little easier for you. If you are navigating menopause, be sure to check out the support that is embedded in our offerings.

1. **Medical insurance** [add link to employee access to the benefit here]

- Since anxiety can increase during this phase, check out the mental health resources included in our health insurance.
- For nutritional support, check out the dietician consultations available.
- [List other relevant supports]

2. **Wellness plans** [add link to employee access to the benefit here]

- Exercise plan support is available and includes [describe here.]
- For nutritional support, check out the [dietician consultations] that are available.
- For mindfulness and meditation resources [add information here]
- [List other relevant supports]

3. **Paid time off** [add link to employee access to the benefit here]

- For health issues that can come up during this phase, remember that you can use your [PTO, paid sick leave, mental health leave, or other types of leave your organizations offers that apply here.]

4. **Office policies** [add link to employee access to the benefit here]

- To ensure you are comfortable with the temperature in our shared office environments, [describe available support, such as ability to request specific desk or office locations near a window that opens, company provided fans, how to request that the heat/AC temperature in the employee's core work zone can be adjusted, etc.]

5. **Hybrid and remote work policies**

- [List any that are relevant]

6. **Flexible work policies**

- [Describe and link to your flexible work policy, and how employees can access additional work breaks as needed]

7. **Dress code**

- [Describe how an employee can modify the dress code to accommodate menopausal symptoms, such as the ability to remove a blazer or outer layer, ability to wear a short-sleeved shirt, or to swap in personally preferred clothing like a uniform or dress code article of clothing, such as a white shirt or black pants).

8. **Financial well-being resources**

- [List any that are relevant]

9. **Informational resources to help you navigate**

- [AARP article: How to Talk to Your Boss About Menopause](#)
- [AARP study: The Economic Impact of Menopause](#)
- [AARP article: Common Menopause Symptoms and How to Treat Them](#)
- Other resources

10. **Other support** [add link to employee access to the benefit here]

- [Describe here]