



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

The Director

Monday, July 13, 2015
CPM 2015-05

MEMORANDUM FOR: Heads Of Executive Departments And Agencies

FROM: BETH COBERT ACTING DIRECTOR

Subject: Handbook on Workplace Flexibilities and Work-Life Programs for Elder Care

On June 23, 2014, the President issued a memorandum entitled: "Enhancing Workplace Flexibilities and Work-Life Programs." In this memorandum, the U.S. Office of Personnel Management (OPM) is directed to work with agencies to provide appropriate education and guidance to all agency employees, including managers and supervisors, on workplace flexibilities and work life programs available for employees' use. The memorandum also makes employees aware that they have a right to request work schedule flexibilities, including telework, part-time employment, or job sharing, and directs agency heads to ensure that workplace flexibilities are available to employees, to the maximum extent practicable, in accordance with the laws and regulations governing these programs and consistent with mission needs.

On July 13, 2015, the White House Conference on Aging is hosting a conference that includes the challenges associated with elder caregiving. There are more than 40 million Americans already older than 65, with 10,000 more Americans joining their ranks every day. The statistics on aging predict that by the year 2050, the number of individuals age 65 or older living in the United States will exceed 88 million. As a result, an increasing number of Federal employees will face the challenge of caring for an aging family member in the coming years.

To meet our commitment to provide education on workplace flexibilities and work-life programs, and to support the 2015 White House Conference on Aging, OPM is issuing a "*Handbook on Workplace Flexibilities and Work-Life Programs for Elder Care*." This handbook provides guidance on the various leave and work schedule flexibilities for eldercare, and also provides information on work life programs available to employees providing care for an elderly family member, including examples of how the programs can work together to help employees better manage family and work responsibilities.

Promoting a culture in which managers and employees understand the workplace flexibilities and work-life programs available helps attract, empower, and retain a talented and productive workforce in the 21st century.

Additional Information

Employees should contact their agency human resources office for further information on this memo. Questions from individual employees will be returned or forwarded to the appropriate agency human resources office. Agency headquarters-level human resources offices may contact the Pay and Leave office at pay-leave-policy@opm.gov or (202) 606-2858.

Attachment 1: [President's Memorandum](#)

Attachment 2: [Handbook on Workplace Flexibilities and Work-Life Programs for Elder Care](#)