***EXAMPLE OF A MEMORANDUM TO EMPLOYEES***

*[DELETE THE LINE ABOVE AND PRINT THIS MEMORANDUM ON YOUR BUSINESS LETTERHEAD]*

*[The following header is necessary]*

To: All [Business Name] Employees

From: [Business Representative Name, Title]

Re: Domestic Partner Benefit Policy

Date: [Date]

[Business Name] does not discriminate based on the following protected categories:

Race, Color, Creed, Religion, National origin, Ancestry, Age, Sex, Sexual Orientation, Gender identity (Transgender status), Domestic Partner status, Marital status, Disability, AIDS/HIV status, Height, Weight

[Business Name] offers the following employee benefits equally to employees with spouses and employees with domestic partners, and to the spouses and domestic partners of such employees:   
[List all benefits provided by business and delete all other benefits]

* Health Insurance - [List each carrier]
* Dental Insurance - [List each carrier]
* Vison Insurance - [List each carrier]
* Retirement - [List each type of plan, for example, Pension, 401(k), 403(b), Simple IRA]
* Bereavement Leave
* Family Leave
* Parental Leave
* Employee Assistance Program
* Relocation and/or Travel
* Business Discount, Facilities & Events
* Credit Union
* Child Care
* Dependent Life Insurance - [List each carrier]
* Short Term and/or Long-Term Disability Insurance - [List each carrier]
* Accidental Death & Dismemberment Insurance – [List each carrier]

Domestic partners are defined as couples who are registered with any State or local government domestic partner registry. This applies to both same-sex and different-sex couples. Any requirements for proof of relationship or waiting periods are applied equally to domestic partnerships and marriages. Domestic partner registry certificates are accepted as fully equivalent to marriage certificates.