

**Town of Milford, MA**  
**PARENTAL LEAVE POLICY**

**Issue Date: October 1, 2018**

**Effective Date: October 1, 2018**

**Policy Statement:**

**The Town of Milford's Parental Leave Act Policy applies to all Article 2 employees, employees-at-will, contractual and non-contractual employees, and to employees in a collective bargaining unit so long as consistent with the collective bargaining agreement. Nothing contained in this written policy contradicts or supersedes any contradictory provision of any Milford Collective Bargaining Agreement or any Milford employment contract. To the extent any contradictory terms exist, the contract terms shall apply.**

**Policy Description:**

Full-time employees with at least three-months of service, may take up to eight weeks of unpaid leave for the purpose of giving birth or for the placement of a child under the age of 18 (or under the age of 23 if the child is mentally or physically disabled) for adoption. Any two Town employees are entitled to an aggregate of 8 weeks of leave for the birth or adoption of the same child. Any Parental Leave which qualifies under both state and federal laws will be used concurrently to the extent permitted by those laws (e.g. Family and Medical Leave Act).

Employees must provide at least two weeks' notice of the anticipated date of departure and state your intention to return. However, the law permits employees to provide notice as soon as practicable if the delay is for reasons beyond your control.

Requests for Parental Leave must be submitted in writing to the Department Head and Human Resources at least four (4) weeks in advance, including a written statement of the employee's intention to return to work. A physician's certification may be required giving the expected date of delivery. An employee who returns to her employment after the birth of a child must present a doctor's clearance to return to work.

The employee shall be restored to the employee's previous, or a similar, position with the same status, pay, length of service credit and seniority, wherever applicable, as of the date of the leave.

Employees may, but are not obligated to, use available sick, vacation or personal leave during their Parental Leave. Employees must use accrued paid time off (at least) the day before and after a holiday, in order to be paid for the holiday. Benefits will continue to accrue during this leave of absence.

Any leave taken outside the maximum eight-week (Parental Leave) or twelve-week (FMLA) period must be approved either through collective bargaining agreement, policy or by-law.