

Town of Milford, MA
SMALL NECESSITIES LEAVE ACT

M.G.L.c.149, s.52

Issue Date: October 1, 2018

Effective Date: October 1, 2018

Policy Statement:

The Town of Milford's Small Necessities 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:

The Small Necessities Leave Act permits eligible employees to take a total of 24 hours of unpaid leave during any 12-month period. These 24 hours are in addition to the twelve (12) weeks already allowed under the Federal Family and Medical Leave Act.

An eligible employee is one who has worked for the Town for twelve (12) continuous months and has met a minimum number of 1,250 hours worked.

Purposes for which the leave may be taken:

The 24 hours of leave may be taken by an eligible employee for any of the following purposes:

- (1) to participate in school activities directly related to the educational advancement of a son or daughter of the employee, such as parent-teacher conferences or interviewing for a new school;
- (2) to accompany the son or daughter of the employee to routine medical or dental appointments, such as check-ups or vaccinations;
- (3) to accompany an elderly relative of the employee to routine medical or dental appointments or appointments for other professional services related to the elder's care, such as interviewing at nursing or group homes.

Intermittent leave:

Leave under the Act may be taken intermittently or on a reduced leave schedule. An eligible employee need not take the entire 24-hour leave at once, but may take a few hours of time depending on the employee's needs, as long as the total leave does not exceed 24 hours during any 12-month period. Employers may require that employees take the leave in minimum increments of no less than one hour.

Substitution of vacation/personal/sick leave:

Employees are required to use any accrued, available paid vacation leave, personal leave or sick leave while on SNLA leave. If you have exhausted all paid time off, the SNLA leave time will be unpaid.

Notice requirement:

To be entitled to the leave period, employees must provide notice to their employer as follows:

- If the need for leave is foreseeable, the employee must request the leave not later than seven (7) days in advance;
- If the need is not foreseeable, the employee must notify the employer as soon as is practicable. Minimum notice for this leave is one (1) day.
- Requests for leave must be supported by documentation verifying the need to take the leave. Such documentation could include, but is not limited to, a doctor's note, an appointment card, a teacher's note, or a receipt for services rendered. Supporting documentation must be submitted to the employee's department head, either prior to, or immediately upon return from SNLA leave. Failure to provide such documentation will result in the time off being counted as an unexcused absence, subject to disciplinary action.
- Approval of this leave may be given or denied based upon workload, staffing, scheduling or other work-related circumstances.
- Requests must be submitted via the Request for Small Necessities Leave forms, with a copy submitted to the Human Resources Director. Forms can be obtained through Human Resources.