

SMALL NECESSITIES LEAVE ACT

I. POLICY

A. Eligibility

Employees that have been employed by the Acton-Boxborough Regional School District (“the District”) for at least twelve (12) months and have provided 1,250 hours of service to the District during the previous twelve (12) month period of time and qualify for Family Medical Leave status are eligible for leave under the Massachusetts Small Necessities Leave Act (“SNLA”).

B. Purpose and Amount of Leave

An eligible employee is entitled to 24 hours of SNLA leave for any of the following purposes:

(1) to participate in school activities directly related to the educational advancement of the eligible employee’s child¹, such as parent-teacher conferences or interviewing for a new school²;

(2) to accompany the eligible employee’s child to routine medical or dental appointments, such as check-ups or vaccinations; or

(3) to accompany the eligible employee’s elderly relative³ 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.

C. Twelve Month Period

The twelve (12) month period shall be consistent with that established under the District’s Family and Medical Leave Act Policy.

D. Intermittent Use of Leave

Eligible employees may use SNLA leave in increments of time of one (1) hour or more.

¹ A “child” is defined as a biological, adopted or foster child, a stepchild, a legal ward, or a child of a person standing *in loco parentis*. Further, the child must be under 18 years of age or 18 years of age or older and incapable of self-care because of a mental or physical disability.

² A “school” is a public or private elementary or secondary school, a Head Start program assisted under the Head Start Act, or a licensed children’s day care facility.

³ An “elderly relative” is an individual that is at least 60 years of age and who is related by blood or marriage.

E. Use of Accrued Leave

Eligible employees that have accrued vacation, personal or sick leave (for medical appointments only) at the time they use SNLA leave will be required to use such accrued leave during the time they are on SNLA leave.

Eligible employees that do not have accrued vacation, personal or sick leave (for medical appointments only or as otherwise permitted by District policy or collective bargaining agreement) at the time they use SNLA leave will receive unpaid leave.

F. Return to Work

An employee that receives SNLA leave will be restored to the position he or she held when the SNLA leave commenced.

Approved 6/20/13 and 5/21/15

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II. PROCEDURES

A. Notice

Eligible employees must request SNLA leave at least seven (7) days in advance of the time for which SNLA leave is requested whenever the need for SNLA leave is foreseeable. If the need for SNLA leave is not foreseeable, an eligible employee must give the District notice as soon as practical. All notices to the District shall be made in writing unless circumstances prohibit written notice.

B. Certification

Each time an eligible employee takes SNLA leave, the eligible employees must complete a certification. Certification forms are available in the Superintendent's office. As required by law, the certification will be maintained in the eligible employee's personnel file for three (3) years.

Approved 6/20/13

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Employee Certification

I certify that on _____ I will/did take _____ hours of leave for the following purpose:

- ☐ to participate in school activities directly related to the educational advancement of my child.
- ☐ to accompany my child to a routine medical or dental appointment.
- ☐ to accompany an elderly relative to a routine medical or dental appointment or appointment for other professional services related to the elder's care.

Employee Name: _____

Date: _____