

POLICY RELATING TO PERSONNEL MANAGEMENT

SMALL NECESSITIES LEAVE

The Wachusett Regional School District provides eligible employees with leave as governed by the Massachusetts Small Necessities Leave Act (SNLA) as set forth below.

Eligible employees may be entitled to take up to twenty-four (24) hours of unpaid leave during any rolling twelve (12) month period for any of the following “covered purposes:”

- A) Participation in school activities of a son or daughter as long as those activities are directly related to the educational advancement of the child (e.g., parent-teacher conferences, interviews for a new school);
- B) Accompanying a son or daughter to routine health care appointments, including medical and dental appointments;
- C) Accompanying an “elderly relative” (defined as an individual at least sixty [60] years of age related to the employee by blood or marriage) to routine health care appointments, including medical and dental visits;
- D) Accompanying an elderly relative to an appointment for professional services related to the individual’s care, such as interviewing for a nursing home or group care facility.

Leaves covered by the law and this policy will be referred to in this policy as SNLA leave. Any leave taken by an eligible employee for any reason(s) covered by state law or this policy will be considered SNLA leave and will be credited as such in school records, even if the employee does not specifically identify it as leave under this law or policy. School policies are intended to comply with the applicable state law, and no benefit is intended in excess of the applicable law.

Eligibility for leave:

Generally, an employee who has been employed by the District for at least twelve (12) months and has worked at least 1,250 hours during the twelve month period immediately prior to the commencement of the leave may be eligible for SNLA leave for any of the purposes listed above.

Duration of leave:

An employee may take up to twenty-four (24) hours of SNLA leave within any rolling twelve (12) month period, measured backward from the date any leave is used. SNLA

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SMALL NECESSITIES LEAVE (continued)

leave may be taken in half-day increment blocks, up to the maximum amount of leave time available.

Requests for leave:

In the event of foreseeable leave, employees are expected to submit a written request for leave forty-eight (48) hours prior to the anticipated commencement of the leave. Where leave is not foreseeable, notice must be given as soon as is practicable, but not less than one day prior to the leave.

Pay during SNLA leave:

Employees are required to use paid vacation or personal time off, if available, during the time taken for SNLA leave. Any paid time off used is exhausted simultaneously with an employee's entitlement to SNLA leave. If the employee has no paid time off available, then the leave will be unpaid.

Certification:

An employee may be required to submit a certification form from the health care provider or administrator visited during the leave. It is the employee's responsibility to ensure that the certification form is completed and returned to the Office of Human Resources. If an employee fails to obtain the appropriate medical certification of the need for the leave, the District reserves the right to refuse the SNLA leave or to refuse to allow an employee to remain on SNLA leave.

Notification:

This policy shall be posted in all District facilities in locations convenient for employee notification. Additionally, reference to this policy shall be included in the District's employee handbook.

First Reading: 04/12/99
Second Reading: 04/26/99

Amendment First Reading: 04/09/07
Amendment Second Reading: 04/23/07

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