



## **SMALL NECESSITIES LEAVE POLICY**

**Date HR Board approved:**  
**Effective Date:**

### **PURPOSE**

The Town of Wellesley recognizes the importance of allowing employees time off for certain family-related obligations. In accordance with M.G.L. c.149, §52D, the Small Necessities Leave Act of 1998 (SNLA), this policy provides eligible employees with up to 24 hours of unpaid leave within a 12-month period for specific activities not covered under the Family and Medical Leave Act (FMLA).

### **APPLICABILITY**

All Town of Wellesley employees who are eligible for FMLA leave are also entitled to SNLA benefits.

### **DEFINITIONS**

**FMLA eligible employee** – An employee who has worked for the Town for at least 12 months and has at least 1,250 hours of service with the Town during the 12 months before their FMLA leave starts. The Town defines the twelve-month period as a rolling twelve-month period, beginning on the date an employee commences leave.

**Appointing Authority** - For purposes of this policy, the Department Head shall serve as the appointing authority for employees within their department. For Department Heads, the appointing authority shall be the individual, Board, Committee, Commission, Council, or other governing body to which the Department Head reports.

**Child** - A biological, adopted, or foster child, stepchild, legal ward, or child of a person standing in loco parentis who is either under age 18, or age 18 or older and incapable of self-care because of a mental or physical disability at the time that leave is to commence.

**Elderly Relative** - An individual of at least 60 years of age who is related by blood or marriage to the employee, including a parent.

**School** - A public or private elementary or secondary school; Head Start Programs; and licensed childcare facilities.

### **POLICY DESCRIPTION**

Under the SNLA, eligible employees may take up to 24 hours of leave within a 12-month period for the following purposes:

- Participating in school activities directly related to the educational advancement of the employee's child, such as parent-teacher conferences or school interviews.
- Accompanying the employee's child to routine medical or dental appointments (e.g., check-ups, vaccinations).

- Accompanying the employee's elderly relative to routine medical or dental appointments, or to appointments for other professional services related to the elder's care (e.g., interviews at nursing or group homes).

## **ADDITIONAL REQUIREMENTS**

- **Notice:**  
If the need for leave is foreseeable, employees must provide at least seven (7) days' notice. If the need is not foreseeable, notice must be given as soon as practicable.
- **Documentation:**  
The Town requires employees to provide supporting documentation for the absence. Acceptable documentation may include, but is not limited to, an appointment card or confirmation for a healthcare appointment, or a notice of a parent-teacher conference. The Town reserves the right to request additional documentation as needed to verify the purpose of the leave.
- **Use of Paid Leave:**  
Employees may use accrued paid vacation, personal, or sick leave for SNLA time. Sick leave may only be used in accordance with the Town's Sick Leave Policy. If no paid leave is available, SNLA leave will be unpaid.
- **Leave Schedule:**  
Leave may be taken intermittently or on a reduced schedule in increments as small as one hour.
- **Request Process:**  
Employees must submit a request for Small Necessities Leave to their Department Head and/or Human Resources.