Small Necessities Leave Act

Under the Massachusetts Small Necessities Leave Act (SNLA), all employees are allowed up to 24 hours per year of unpaid, job-protected leave to attend appointments for their children or elderly relatives, as described below. This policy describes eligibility for Small Necessities Leave, leave coverage, the process for requesting leave and other information.

Eligibility

To be eligible for Small Necessities Leave, an employee must have been employed for 12 months at the time the leave is to begin and have worked for at least 1,250 hours during the 12-month period prior to the beginning of the leave.

Leave Coverage

A Small Necessities Leave can be requested to:

- Participate in school or day care activities that are directly related to the educational advancement of your child, such as parent-teacher conferences or interviewing for a new school;
- Accompany your child to routine medical or dental appointments, such as check-ups or vaccinations; or
- Accompany an elderly relative to routine medical or dental appointments or other appointments for the elder’s care. An elderly relative is defined as an individual of at least 60 years of age who is related by blood or marriage to the employee.

Length of Leave

Employees may take up to 24-hours of Small Necessities Leave in any rolling 12-month period and the time may be taken on an intermittent basis. Leave must be taken in four hour increments.

Leave Request Process

A request for Small Necessities Leave should be made at least 7 calendar days in advance, or as soon as is reasonably possible. All leave time requires prior authorization. A manager may request written confirmation that the leave was taken for its intended purpose.

Pay and Benefits

A Small Necessities Leave is unpaid. Employees may use Earned Time to cover the Leave. Small Necessities leave does not affect benefits coverage.
## Related Content

- **General Policy for Leaves of Absence**
- **Earned Time Policy**

## Document Attributes

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**Approved**

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