

**Small Necessities Leave Act (SNLA)**



**Effective Date:** 7/1/2023

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**POLICY SCOPE:**

In accordance with M.G.L Ch. 149, §52D, the Small Necessities Leave Act of 1998, the Town of Stow will allow eligible employees to take leave for certain family obligations pursuant to state law under the Act.

**APPLICABILITY:**

This policy applies to all full and part-time employees of the Town of Stow employed by the Town for twelve (12) months and worked a minimum of 1,250 hours. Employees governed by a collective bargaining agreement are subject only to those provisions of this policy not specifically regulated by law or agreement.

**DEFINITION:**

**School:** any public or private elementary school or secondary school, Head Start Programs, and licensed day care facilities.

**Elderly relative:** a person at least 60 years old, related by blood or marriage to the employee.

**POLICY DESCRIPTION:**

Eligible employees may take up to twenty-four (24) hours leave per year under this Act for the following types of situations:

- To participate in school activities related to the educational advancement of the employee's child.
- To accompany the employee's child to medical or dental appointments, such as check-ups and vaccinations.
- To accompany an elderly relative of the employee to medical, dental, or other appointments related to professional care, i.e., nursing or group homes.

SNLA Leave may be taken in half hour increments. The Town of Stow requires employees to use paid vacation or personal leave time for these absences. Sick leave may be utilized only when appropriate as outlined in the Sick Leave Policy. If the employee does not have any available leave time, time taken under the SNLA will be unpaid time.

Department Heads and the Human Resource Department will track small Necessities Leave. Request for leave must be made via use of the Request for Leave Form.

**PROCEDURE:**

Employees are required to give seven (7) days' notice of the leave, whenever possible. Minimum notice for this leave is one (1) day. Supervisors may require certification of the reasons for this leave. Approval of this leave may be given or denied based upon workload, staffing, scheduling, or other work-related circumstances.