



City of Northampton, Massachusetts
Personnel Department
212 Main Street
Northampton, MA 01060

DON R. TERES
PERSONNEL DIRECTOR

413-586-6950
Ext. 258

PERSONNEL DEPARTMENT REGULATION

DECEMBER 2, 1996

NUMBER 600-5

LEAVES OF ABSENCE

1. Policy

It is the policy of the City to grant employees unpaid leaves of absence under specific circumstances as described below unless otherwise specified under collective bargaining agreements.

2. General

A. Military Leave

1. A military leave of absence without compensation shall be granted to any employee called to active duty with the United States armed forces.

2. An employee who serves an annual tour of duty with a United States Reserve component or as a member of the National Guard of the Commonwealth shall receive the difference between his regular base pay and military pay received for a period of up to seventeen (17) working days in a calendar year. The reservist need only reimburse the City for days corresponding with the employee's work schedule.

B. Childbirth and Maternity Leave

1. In case of maternity an employee shall be allowed to continue working until her attending physician determines that she should take maternity leave.

Except as provided below, maternity leave shall be without pay. When possible the employee shall give the employer two (2) week's notice prior to her last day of work.

2. Upon being placed on maternity leave under this article, the employee may use any sick leave and/or vacation leave credits accrued to her at her discretion. Maternity leave shall be allowed

up to six (6) months and, with the approval of the department head, may be extended for medical reasons.

3. Such maternity leave shall not affect the employee's right to receive vacation time, sick leave bonuses, advancement, seniority, length of service credit, benefits, plans or programs for which she was eligible at the date of her leave, and any other advantages or rights of her employment incidental to her employment position; provided, however, that such maternity leave shall not be included, when applicable, in the computation of such benefits, rights and advantages; and provided, further, that the employer need not provide for the cost of any benefits, plans or programs during the period of maternity leave unless such employer so provides for all employees on leave of absence.

C. Unpaid Leave

1. Unpaid leaves of absence may be granted by the Appointing Authority and with the approval of the employee's Department Head in the case of an employee who is ill and has exhausted their sick leave; for an employee who desires to further their education so as to qualify for advancement within the City and in other cases if recommended by the employee's Department Head. Extensions of leaves of absence beyond one year may be granted with the approval of the Appointing Authority on recommendation of the employee's Department Head.

All requests for unpaid leaves of absence or extension of such leave shall be submitted in writing to the Department Head who shall submit it to the Appointing Authority with their recommendation.

2. All approvals and/or extensions of leaves of absence shall be in writing by the Appointing Authority.

Inquiries pertaining to this issuance should be directed to the Personnel Department.

Approved: Mary L. Ford
Mary L. Ford
Mayor

Donald R. Teres
Donald R. Teres
Personnel Director

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