



City of Northampton, Massachusetts  
**Human Resources Department**

**POLICY & PROCEDURE**  
**NUMBER 600-8**

**Effective Date: 8/6/98**

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**SMALL NECESSITIES LEAVE ACT (SNLA)**

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**I. POLICY**

It is the policy of the City of Northampton to provide eligible employees with additional leave for certain family obligations pursuant to state law regarding the Small Necessities Leave Act (SNLA).

**II. BACKGROUND**

On May 6, 1998, the Small Necessities Leave Act (SNLA) was signed into law. This statute entitles employees of covered employers to take 24 hours of leave, in addition to the leave provided under the federal Family and Medical Leave Act of 1993 (FMLA), during any 12 month period to attend to certain family obligations.

**III. ELIGIBLE EMPLOYEES**

The new Massachusetts Small Necessities Leave Act incorporates the FMLA's definition of an "eligible employee". Employees must have been employed for at least 12 months with the City of Northampton *and* must have worked for at least 1,040 hours with the city during the previous 12 month period. An eligible employee may not be denied the additional time off under the SNLA.

**IV. TRIGGERING EVENTS**

Under the law, eligible employees are entitled to a total of **24 hours of leave during any 12 month period**, *in addition to leave available under the FMLA*, to:

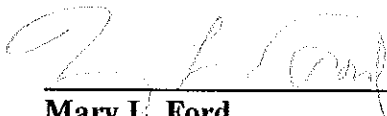
- A. Participate in school activities directly related to the educational advancement of a son or daughter of the employee, such as parent-teacher conferences or interviewing for a new school. "School" is broadly defined to include any public or private elementary or secondary school, Head Start Programs, and licensed day care facilities;
- B. Accompany the son or daughter of the employee to routine medical or dental appointments, such as check-ups or vaccinations, etc.;
- C. Accompany an "elderly" relative of the employee (a person at least 60 years of age, related by blood or marriage to the employee) to routine medical or dental appointments or appointments for other professional services related to the elder's care, such as interviewing at nursing or group homes.

**V. PROCEDURE**

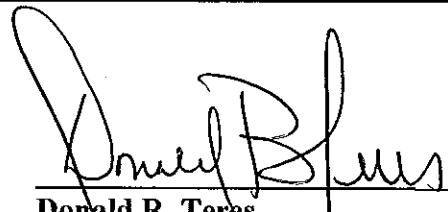
- A. If the need for the leave can be foreseen, the employee must give seven days' notice before the leave is to begin. If the need is unforeseeable, the employee must give as much notice as possible under the circumstances.
- B. The 24 hours of leave allowed under the SNLA may be used all at once or in lesser increments of time (half hour increments) taken intermittently or on a reduced schedule basis, as arranged in advance with the department manager.
- C. An employee granted SNLA leave may use accrued personal time, compensation time, or vacation leave. If the employee chooses not to use these then the hours taken will be unpaid. Sick leave is not available to be used for SNLA.
- D. Department managers are responsible for keeping track of the SNLA taken by their employees.
  - 1. The department manager shall ensure that the *Earnings Worksheet* is documented as SNLA leave.
  - 2. The department manager may, but is not required to, request some form of certification from the employee either before or after the SNLA leave is taken. (Check with the Human Resources Department if there is a question.)
- E. Department managers and employees are encouraged to contact the Human Resources Department with any questions about the SNLA.

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**APPROVED:**



**Mary L. Ford**  
Mayor

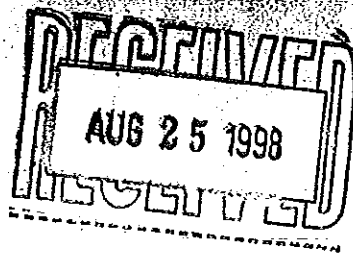


**Donald R. Teres**  
Human Resources Director

Revision History:

DISTRIBUTION: Department Heads, School Dept.

# Memo



**To:** All Departments  
**From:** LORNA COURNOYER  
**Subject:** SNLA Leave Act  
**Date:** August 24, 1998

Effective 8/6/98 the City of Northampton adopted a policy regulating the Small Necessities Leave Act. (Policy # 600-8). As part of this policy it is the responsibility of Department Managers to record all time taken under SNLA on the Earnings worksheet. In order to accomplish this task the following new earnings codes have been added to the payroll system.

When an employee uses SNLA please record the hours accordingly on the earnings worksheet.

If an employees uses SNLA and wants the time reduced form his/her available Vacation bank the earnings type code should be **421 SNLA VACATION**.

If an employees uses SNLA and wants the time reduced form his/her personal time bank the earnings type code should be **422 SNLA PERSONAL**.

If an employee uses SNLA and wants the time reduced from his/her compensatory time bank the earnings type code should be **423 SNLA COMP**.

If an employee uses SNLA time that will put that employee into a No Pay situation then the applicable earnings type code should be **424 SNLA NOPAY**. Please make sure that you also erase any amounts generated when entering this earnings type code.

If you have any questions regarding the Small Necessities Leave Act (SNLA) policy please contact the Human Resources Department.