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## MEMORANDUM

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***DRAFT***

**TO:** ALL DEPARTMENTS  
**FROM:** JANICE CONLIN, TOWN ADMINISTRATOR  
**SUBJECT:** SMALL NECESSITIES LEAVE ACT  
**DATE:**

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The State Legislature provides for leave for employees for certain family obligations. This law is known as the Small Necessities Leave Act. It requires that employers grant to employees eligible leave during the workday for essential, and narrowly defined, family matters. An employee must have been employed for twelve months to be eligible for leave under this Act.

An eligible employee shall be entitled to a total of 24 hours of leave during any 12-month period, in addition to leave accrued, to:

- (1) 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;
- (2) accompany the son or daughter of the employee to routine medical or dental appointments, such as check-ups or vaccinations; and
- (3) accompany an elderly relative of 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.

An eligible employee may elect, or the Town may require the employee, to substitute any of the accrued paid vacation leave, personal leave, or medical or sick leave of the employee for any of the leave provided. Nothing shall require the Town to provide paid sick leave or paid medical leave in any situation in which the Town would not normally provide any such paid leave. Leave under this section may be taken intermittently or on a reduced leave schedule. The 12 month period is measured from the date the leave is first used.

The employee shall provide their department head with not less than seven days' notice before the date the leave is to begin. If the necessity for leave is not foreseeable, the employee shall provide such notice as is practicable.

A form is attached for use by the Accounting Department which will be used to track leave.