



CITY OF LOWELL SMALL NECESSITIES LEAVE ACT

Purpose

Effective August 4, 1998, the Small Necessities Leave Act (SNLA) is intended to provide employees with unpaid time off from work to attend certain family obligations. The SNLA is designed to supplement the Family and Medical Leave Act (FMLA) by covering employees for purposes not covered in the FMLA such as accompanying family members to a routine medical appointment and participation in children's school activities.

In accordance with the Small Necessities Leave Act of 1998, employees are entitled up to 24 hours of unpaid leave per 12-month period for certain family related purposes. The purposes for which SNLA leave is available are:

- Participation in school activities of a child, as long as those activities are "directly related to the educational advancement" of a child such as parent-teacher conferences and interviews for a new school.
- Accompanying a child to routine health care appointments, including medical and dental appointments.
- Accompanying an elderly relative to routine health care appointments, including medical and dental visits or for other professional services related to the elder's care, such as interviewing for a nursing or group home.

Eligibility

To be eligible, employees must have been employed by the City of Lowell for at least 12 months and have worked at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave.

Leave Arrangements

Employees are required to give at least seven days notice of their need for foreseeable SNLA leave or as much notice as practical if not foreseeable. The employee is required to provide certifications or requests for leave and supporting documentation forms such as school flier, doctor's appointment notice, etc. to the Department head which will be forwarded to Human Relations. The Department Head is responsible for tracking SNLA leave(s).

Pay During Leave

All SNLA leaves without pay, except where an eligible employee has accrued vacation or personal leave. The accrued vacation or personal leave must be used first before using unpaid leave for any of the leave provided under the SNLA. However, nothing shall require the City to provide paid sick leave or medical leave in any situation in which the City would not normally provide any such paid leave.

**CITY OF LOWELL
REQUEST FOR LEAVE FORM
SMALL NECESSITIES LEAVE ACT**

Date of Request: _____

Employee: _____

Department: _____

Reason for request: (please check one where applicable)

- 1. _____ Participant in school activity which is directly related to the educational advancement of child such as parent-teacher conference or interviewing new school.

- 2. _____ Accompanying a child to routine health care appointment including medical and dental appointments.

- 3. _____ Accompanying an elderly relative to routine health care appointments or for other professional services related to elder's care such as interviewing provider or nursing home services.

- _____ Check here if supporting documentation such as a school flier or appointment schedule is attached.

Date and time of leave request:

Date: _____ Time to/from: _____

Pay during leave:

- _____ Personal Leave
- _____ Vacation Leave
- _____ Sick Leave (where permissible for medical/dental appointments)
- _____ Other

Employee Signature

Date

Department Head

Date

Human Relations Manager

Date