SMALL NECESSITIES LEAVE ACT

In May of 1998, Massachusetts lawmakers enacted the Small Necessities Leave Act (SNLA) to provide certain eligible employees with a total of 24 hours of unpaid leave during any 12-month period.   These 24 hours of unpaid leave would be in addition to the 12 weeks already allowed under the Family Medical Leave Act.

For what purposes may SNLA leave be taken?

An eligible employee may take the 24 hours of leave for any of the following purposes:

- **Participate in school activities** directly related to the educational advancement of a **son or daughter**. (Parent-teacher conferences or interviewing for a new school.)

- **Accompany a son or daughter to routine medical or dental appointments.** (Check-ups and vaccinations.)

- **Accompany an elderly relative to routine medical or dental appointments** or for other professional services related to the elder's care. (Interviewing at nursing or group homes.)

Who is eligible for SNLA leave?

If you are eligible for FMLA leave, you are also eligible for SNLA leave.

Is SNLA leave paid or unpaid?

It is unpaid, but you may elect to use your available vacation or sick time (consistent with Simmons sick and vacation time policies) to pay for the hours away from work.

How can SNLA leave be taken?

Like FMLA leave, SNLA leave can be taken all at once, or intermittently, or on a reduced work schedule.

Do the FMLA definitions apply to the SNLA?

Generally, yes. The FMLA definitions of **son** and **daughter** apply. Unlike the FMLA, however, this new Act covers *any* **elderly relative** who is at least 60 years of age and who is related by blood or marriage to the employee.

What kind of notice must I give to request SNLA leave?

Simmons employees must give **seven days' notice** of their intent to take leave if the leave is foreseeable. If the leave is not foreseeable, notice must be given as soon as practicable.

What must I do to request SNLA leave?

You must notify your dean, VP, supervisor or manager of your need for leave in writing.