



PARENTAL LEAVE

Full-time employees who have completed their introductory period of employment are entitled to twelve weeks of unpaid leave to 1) give birth, 2) for the placement of a child under the age of 18 that the employee is adopting or intends to adopt, or 3) for the placement of a child under the age of 23 if that child is physically or mentally disabled, that the employee is adopting or intends to adopt. To be eligible for this leave, the employee must give the Agency at least two weeks' notice of the anticipated date of departure and the employee's intention to return to work at the end of the leave or, if delayed notice is beyond the employee's control, as much notice as is possible. Parental Leave is unpaid, but employees may use their PTO in order to receive pay during this leave, if they wish to do so. At the conclusion of Parental Leave, employees will be restored to their previous or a similar position unless business conditions have eliminated their position or restructured their job in their absence. Parental Leave will run concurrently with leave under the FMLA and/or the Massachusetts PFML if the employee is eligible for such leave(s). If both parents are employed by the Agency, they, together, will be eligible for a total of twelve weeks. Employees who take more than twelve weeks of leave will not be guaranteed reinstatement unless otherwise required by state or federal law. Questions about Parental Leave may be addressed to the Human Resources Department.