



SMALL NECESSITIES LEAVE ACT

Employees who are eligible for Family Medical Leave are also entitled to 24 hours of unpaid Small Necessities leave during a twelve-month period. The 12-month period will be calculated on a calendar year, rolling back on a 12-month period. Leave may be taken for the following reasons:

To 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;

To accompany the son or daughter of the employee to routine medical or dental appointments, such as check-ups or vaccinations;

To accompany an elderly relative of the employee to routine medical or dental appointments and for other professional services related to the elder's care, such as interviewing at nursing or group homes. (An elderly relative is defined as one who is 60 years of age and related by blood or marriage.)

Employees are required to use available vacation and personal time while out on leave. If you have no vacation or personal time available, the time will be unpaid.

Employees requesting to take Small Necessities Leave are required to complete a "Request for Time off under the Small Necessities Leave Act". The request must be submitted to the Human Resources Department for approval. If the leave is foreseeable, the request must be submitted not less than seven days prior to the beginning of the leave. If the necessity for leave was not foreseeable, employees must provide such notice as practicable.

Requests for leave must be supported by documentation verifying the need to take the leave. Such documentation could include, but is not limited to, a doctor's note or appointment card, a teacher's note, or a receipt for services rendered. Supporting documentation must be submitted either prior to or immediately upon return from the Small Necessities Leave. Failure to provide such documentation will result in the time off being counted as an unexcused absence, subject to disciplinary action.

If employees have any questions concerning eligibility or requirements under the Small Necessities Leave Act, please contact Human Resources.