# Policy: HR – Small Necessities Leave (Massachusetts Services)

Purpose: To identify the mandate that grants employees time off for small necessities.

## Policy:

[Company Name] will grant up to 24 hours of unpaid leave during any 12-month period.

### Procedural Guidelines:

The permissible reasons for taking Small Necessities Leave are:

* To participate in school activities directly related to the educational advancement of a child, such as attending a parent/teacher conference or an interview at a new school.
* To accompany a child to routine medical appointments, such as check-ups or vaccinations.
* To accompany an elderly relative related by blood or marriage to a routine medical or dental appointment or appointments for other professional services related to the relative’s care, such as interviewing a nursing home or group home.

The employee must be employed at least one year and must have worked a minimum of 1,250 hours in the previous 12 months in order to be eligible.

Leave may be taken intermittently or on a reduced schedule. The employee must provide at least seven days’ notice, if possible. [Company Name] may request supporting certification.

The employee must complete all required paperwork. Human Resources will track all time taken in the 12-month period.

Effective Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last Reviewed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_