

## TOWN OF BOXFORD

### Parental Leave Policy

#### I. Purpose:

To set forth the Town's policy for eligibility for parental leave in accordance with Massachusetts Law (M.G.L. c. 149, §105D, as amended).

#### II. Guidelines

A. A full-time employee who has worked for the Town of Boxford (the "Town") for three (3) full consecutive months is eligible for parental leave.

B. Eligible employees will be granted an unpaid leave of absence of eight (8) weeks for the purpose of giving birth, or for the placement of a child under the age of 18 years of age (or 23 years of age if the child is mentally or physically disabled) for adoption with the employee who is adopting or intending to adopt the child.

C. In order to receive parental leave, an employee must give at least two (2) weeks written notice of his/her anticipated date of departure and intention to return, or provide notice as soon as practicable if the delay is for reasons beyond the employee's control.

D. An employee may continue to work as long as able and may return to work as determined by the employee's physician.

E. Spouses employed by the Town are jointly entitled to a combined total of 8 weeks workweeks of parental leave for the birth or adoption of the same child.

#### III. Benefits

A. Benefits such as medical insurance, dental insurance, etc. will continue as long as the employee is able to pay her/his required share of the cost on a monthly basis.

B. An employee may voluntarily use, but is not required to use, accrued paid leave during paternity leave. Any such leave shall be in accordance with the Town's leave policies.

- (1) **Vacation or Personal Time:** An employee may voluntarily use any accrued vacation or personal time he/she has concurrently with all or part of his/her paternity leave.
- (2) **Sick Leave:** An employee may only use accrued sick leave concurrently with paternity leave for the employee's own illness related to the pregnancy and as otherwise allowed by the Town's Non-Occupational Sick Leave Policy and/or the applicable employee's collective bargaining agreement.

C. Parental leave shall not affect the employee's right to receive vacation time, sick leave, bonuses, advancement, seniority, length of service credit, benefits, plans or programs for which the employee was eligible at the date of the leave or any other advantages or rights of employment incidental to the employment position; provided, however, that the parental leave shall not be included, when applicable, in the computation of such benefits, rights and advantages.

#### IV. Returning from Leave

A. The employee is responsible for notifying the Town of his/her availability to return to work at least two (2) weeks prior to the intended date of return. Every effort will be made to place an employee returning from paternity leave to her/his previous position or a similar position. If this is not possible, the employee will be placed in a position with comparable status, pay and responsibility.

B. The employee on paternity leave will be restored to her/his previous position or to a reasonably similar position without detriment to his/her pay, hours, status, length of service credit and seniority unless other employees of equal length of service, status, and in similar positions have been laid off due to a legitimate reduction in work force. The employee on paternity leave shall, however, retain any preferential consideration for another position to which she/he may be entitled as of the date of her/his leave.

C. Employees failing to return at the end of paternity leave will be considered to have voluntarily quit.

V. Impact on FMLA Leave Entitlement

A full-time employee who has worked for the Town for three (3) full consecutive months is eligible for paternity leave under this Policy even if she/he is not eligible for FMLA leave or has exhausted her/his entitlement to FMLA leave. If, however, such employee is also eligible for FMLA leave, this paternity leave will run concurrently with her/his FMLA leave entitlement.

VI. Procedures

The Town Administrator may establish procedures, consistent with this Policy, to implement this Policy.

VII. Adoption of Policy

This Policy was adopted by the Board of Selectmen of the Town of Boxford on July 27, 2015.