

# THE SMALL NECESSITIES LEAVE ACT (SNLA)

The Small Necessities Leave Act (SNLA) requires that a maximum of 24 hours of unpaid, job-protected leave be granted to “eligible” employees for certain family and medical reasons. Employees are eligible if they have

worked for the MBTA for at least one year, and for 1,250 hours over the previous twelve (12) months. Approved leave may be taken continuously, or in no less than 2 hours increments.

## Reasons for Taking Leave:

Unpaid leave will be granted for any of the following reasons:

- To participate in your son or daughter’s school or day care activities that are directly related to the his/her educational advancement. Your participation may include parent/teacher conferences, interviewing for a new school, educational or disciplinary counseling sessions, or testing appointments for which the parent’s presence is required. *You may not take leave to attend school plays, sporting events, or graduations.*
- To accompany your son or daughter to a routine medical or dental appointment, such as routine check-ups, or vaccinations, or, emergency medical or dental appointments for accidents or other short-term, minor illness that may arise. *If your child has a serious or long-term chronic health conditions, FMLA coverage may be applicable.*
- To accompany your elderly relative (individual must be at least 60 years of age and related to you by blood or marriage) to routine medical or dental appointments. Leave may also be taken for other professional services related to the elder’s care, such as interviewing for adult day care, assisted living, nursing or group homes, and any related legal proceedings that may arise.

- You must provide satisfactory documentation to support any application for SNLA coverage.
- In the event of an emergency or unforeseen leave, you must provide documentation within 2 business days after the leave is taken, or as soon thereafter as is reasonably practical.
- Your supervisor will process your request and notify you of the decision as soon as operationally possible.

## Job Benefits and Protection:

- The use of SNLA leave will not result in the loss of any employment benefit that accrued prior to the start of your leave.

The Authority will not:

- interfere with, restrain, or deny the exercise of any right provided under SNLA; discharge or discriminate against any person for opposing any practice made unlawful by SNLA, or for involvement in any proceeding under or relating to SNLA.

## Substitution of Paid Leave:

At the Authority’s option, certain kinds of paid leave (sick, vacation, personal), may be substituted for unpaid leave.

## Application Procedures:

- You may request an application from your area supervisor. Completed applications should be returned to your supervisor at least 7 days in advance of your need for the leave, except in the event of a documentable emergency.