

**TOWN OF SANDWICH**  
**PARENTAL LEAVE POLICY**

(Policy Attachment #2)



**OCTOBER 25, 2018**

Amended:  
June 25, 2015

# TOWN OF SANDWICH

## PARENTAL LEAVE POLICY

### I. PURPOSE

This Policy describes the eligibility, duration and procedural requirements relating to the administration of parental leave, in accordance with the provisions of G.L. c. 149, § 105D.

### II. APPLICATION

This Policy shall apply to all full-time employees of the Town of Sandwich who have completed three (3) consecutive months of work.

### III. POLICY

It is the policy of the Town to fully comply with the provisions of G.L. c. 149, § 105D.

### IV. PROCEDURES

- A. Eligible employees shall be entitled to up to eight (8) weeks of unpaid leave for the following purposes:
  - 1. the birth of a child; or
  - 2. placement of a child under the age of 18 (or under the age of 23 if the child is mentally or physically disabled) with the employee adopting or intending to adopt the child.

Note: If both parents work for the Town, they will be entitled to eight (8) weeks of parental leave in the aggregate, for the same child.

- B. To be eligible for leave under this Policy, an employee is required to provide two weeks' notice in advance of his or her anticipated date of departure, stating his or her intention to return and the anticipated date of return, or as soon as practicable, if the delay in notification is due to reasons beyond the employee's control. Upon return to work, the employee is entitled to be restored to his or her previous position, or to a similar position which has the same status and pay as his or her previous position, and to the length of service credit and seniority as of the date of leave.
- C. Leave taken pursuant to this Policy will be counted against an employee's annual FMLA leave allowance.
- D. Leave taken pursuant to this Policy shall be unpaid; however, an employee may elect to use any amount of accrued paid leave while on parental leave.
- E. The Town will continue to pay the employer's share of premiums for health insurance coverage while an employee is out on parental leave. An employee on parental leave under this Policy shall make arrangements to pay his or her share of the premium.
- F. The Town shall post a notice of employees' rights, together with a copy of this Policy, in a conspicuous place.