



## **Town of Hubbardston**

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### **PARENTAL LEAVE POLICY**

#### **I. PURPOSE**

According to MGL Ch. 149 sec. 105D, an employee who has completed three (3) months of employment shall be entitled to eight (8) weeks of unpaid parental leave for the purpose of giving birth or for the placement of a child under the age of 18 (under 23 if the child is mentally or physically disabled) with the employee who is adopting or intending to adopt the child.

Where two (2) employees are requesting leave for the birth or adoption of the same child, they shall only be entitled to eight (8) weeks of parental leave in the aggregate.

#### **II. NOTICE**

The employee shall give at least two (2) weeks' notice to their Department Head or Supervisor of the anticipated date of departure and the employee's intention to return, or provide notice as soon as practicable if the delay is for reasons beyond the individual's control.

#### **III. FMLA**

The eight (8) weeks shall be included in the employee's twelve (12) weeks of FMLA entitlement in a calendar year to the extent that the employee is eligible and has not previously exhausted their FMLA leave for the year. At the conclusion of the parental leave period, the employee shall be restored to their previous, or a similar position with the same status, pay, length of service credit and seniority.