



TOWN OF PAXTON
697 Pleasant Street, Paxton, MA 01612

Notice Under Mass General Laws Chapter 149 Section 105D

The Town hereby gives notices of the policy of the Town of Paxton as it relates to MGL C149 §105D:

Probationary Period

All Town employees who have completed the initial probationary period set by the terms of employment (not to exceed 3 months) or, if there is no such probationary period, have been employed for at least 3 consecutive months as a *full-time* employee, shall be entitled to 8 weeks of parental leave for each child in as described below

Reason of Entitlement

- (i) Giving birth
- (ii) Placement of a child under the age of 18, or under the age of 23 if the child is mentally or physically disabled
- (iii) Adoption of a child

In the case of two Town employees adopting or intending to adopt, for the birth of the same child, they shall only be entitled to a total of 8 weeks of parental leave.

Wherever practical the employee shall give at least 2 weeks' notice of the request for leave and when he/she intends to return to employment.

Return to Employment

Employee shall be restored to the employees previous, or a similar, position with the same status, pay, length of service credit and seniority, wherever applicable, as of the date of the leave.

If a longer period of parental leave is requested by the employee and is subsequently approved there is no guarantee that the employee will be reinstated to the same job with the same benefits on his/her return to employment. The Town will provide written notification of this prior to the employee commencing the period of leave or request for extension beyond the 8 weeks leave previously requested.

If whilst the employee is on parental leave, other employees in similar positions, with equal length of service and status have been laid off due to economic conditions or other changes in operating conditions, there can be no guarantee that the employee returning from leave will be restored to the previous or similar position. However employee may retain any preferential consideration for another position to which the employee may be entitled as of the date of the leave.

Pay and Benefits

The Town's policy is to provide parental leave without pay. Vacation time when available can be taken to cover part or all of the period of leave with permission from employees immediate supervisor.

Parental leave shall not affect the employee's right to receive vacation time, sick leave, bonuses, advancement, seniority, longevity service credit, benefits, plans or programs for which the employee was eligible at the date of the leave.

Accepted by the Board of Selectmen on May 18, 2015

Carol L. Riches
Town Administrator
May 20, 2015