



## NEW BEDFORD PUBLIC SCHOOLS

PAUL RODRIGUES ADMINISTRATION BUILDING

455 County Street, New Bedford, MA 02740

[www.newbedfordschools.org](http://www.newbedfordschools.org) (508) 997-4511

### **Small Necessities Leave Act Request Form**

For an employee to be eligible for the 24 hours of leave under SNLA, they (1) must have been employed for at least 12 months by the employer from whom the leave is requested, and (2) worked at least 1,250 hours of service to the employer during the previous 12-month period dating back from the date of request.

---

I, \_\_\_\_\_ certify that I will take  
\_\_\_\_\_ hour(s) from \_\_\_\_\_ A.M./P.M. to \_\_\_\_\_ A.M./P.M. on  
\_\_\_\_\_ for the following purpose: *(please select one)*

- ☐ To participate in school or day care activities directly related to the educational advancement of a son or daughter.
- ☐ To accompany a son or daughter to a routine medical or dental appointment (such as an annual physical or vaccinations).
- ☐ To accompany an elderly relative to a routine medical or dental appointment.
- ☐ To accompany an elderly relative to an appointment for professional services related to their elder care (such as interviewing a nursing home).

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

---

FOR OFFICIAL USE ONLY

---

Approved ☐

Denied ☐

