

Type	Provided for	Eligibility: current service	Salary Continuation	Paid Time Available for use
FMLA				
Maternity/Parental, paid*	Birth or primary caregiver of new born or newly adopted child	1 year	100% up to 6 weeks paid	Optional: vacation, personal after 6 paid weeks
Paternity/Parental, paid*	Birth of newborn or newly adopted child (for new fathers/domestic partners)	1 year	100% up to 2 weeks paid	Optional: vacation, personal after 2 paid weeks
Parental*	Birth or newly adopted child (with 3 months to 1 year of service) or if not primary caregiver (with 3 months or more of service)	3 months	n/a	Optional: vacation, personal. Also birth mothers may use sick leave and spouses/partners may use sick leave to care for an ill child or birth mother (requires medical documentation.)
Short Term Disability*	Personal non-work related illness or injury for up to 3 months (For disabilities extending beyond 3 months refer to Benefits, Long -Term Disability Insurance)	1 year	1-10 years = 50% 10-20 years = 65% 20+ years = 80%	Required: must use all sick before benefit begins. Within first 30 calendar days must use any vacation, personal if insufficient sick time available; however 1 week of vacation may be reserved for use upon return.
Medical, not job-related*	Personal illness or injury (with 6 months to 1 year of service)	6 months	n/a	Required: sick Optional: vacation, personal
Medical, job-related*	Work-related injury	Immediate	Worker's Comp, after waiting period is met	Worker's Comp
Family Care*	Care for immediate family member with serious illness	6 months	n/a	Required: sick Optional: vacation, personal
MMLA (MA Maternity) – runs concurrently with FMLA				
Birth or Adoption	May provide additional time off -- e.g. FMLA exhausted for other reasons, multiple births, multiple adoptions	3 months	n/a	Optional: vacation, personal. Also, may use sick leave for illness/disability of birth mother or child(ren)

Other Leaves				
Small Necessities	Up to 24 hours of leave within 12 months for children's educational activities or to take children or elderly relatives to medical or dental appointments	3 months	n/a	Optional: vacation, personal or, if for medical/dental appointments may use sick
Personal	Up to 4 weeks for personal reasons	1 year	n/a	Optional: vacation, personal
Reserves and Active Military Duty	Reserves or active military duty	None	Pay supplement up to 17 working days	Supplement government pay up to 17 work days. Beyond 17 days may use personal or vacation. Maximum military leave is 26 weeks.
Jury Duty	Jury Duty	None	Pay supplement	Supplement jury duty pay

*FMLA leaves. You are eligible for a maximum of 12 weeks FMLA leave in any rolling 12-month period.

Extensions of leaves may be requested, but are not guaranteed. If a leave extension is approved, job restoration is not guaranteed.