

**FMLA MPLA Leave
Princeton_Amended:
6/1/2021**

**TOWN OF PRINCETON
PERSONNEL POLICIES**

STATUTORY FAMILY, MEDICAL, AND PARENTAL LEAVE

The Town of Princeton (“the Town”) is committed to meeting its obligations to employees under the federal Family and Medical Leave Act (FMLA) and the Massachusetts Parental Leave Act (MPLA), as the same may be amended from time to time. A notice of employees’ rights under these laws is posted on the bulletin board in the Town Office/Bagg Hall. Individuals seeking to avail themselves of leave under the FMLA or the MPLA should contact:

Sherry Patch, Town Administrator
6 Town Hall Drive
Princeton, MA 01541
(978) 464-2102

Please note that the 12-month period utilized by the Town for FMLA purposes is a “rolling” 12-month period measured backward from the date an employee uses any FMLA leave. Please note as well that the Town requires the use of available accrued paid leave concurrently with FMLA leave. Individuals on designated FMLA leave shall be required to update their status every 30 days. Further, where leave is taken for a reason specified in both the FMLA and MPLA, the leave may be counted simultaneously against the employee's entitlement under both laws. Finally, please note that it is the Town’s policy to designate qualifying leave as FMLA once we have sufficient information to make this determination, *even if the employee does not request it.*