

TOWN OF CONCORD  
Personnel Policy and Procedure #11  
**Temporary Addendum**  
*Effective April 5, 2016*

**Sick Leave Use for Parental Leave**

*Section 11.2 of the Personnel Bylaw, which addresses the use of sick leave, was amended at the 2016 annual Town Meeting. The amended Bylaw language authorizes the Town Manager and Personnel Board to “adopt policies that permit an employee to use accrued sick leave to care for an immediate family member during an illness or injury, and for any purpose for which leave may be taken under the Family and Medical Leave Act or Small Necessities Leave Act.” This policy only applies to regular-status, non-union employees.*

**Use of Sick Leave for Parental Leave**

During Family and Medical Leave Act leave, an employee may use up to six weeks of his/her accrued sick leave to care for his/her child after birth, adoption, or placement for foster care. Requests and approval for using such leave shall be processed in accordance with applicable sections of PPP#11 – Sick Leave, and PPP #18 – Unpaid Leaves of Absence and FMLA.

*Approved by Town Manager and Personnel Board on 05/17/2016.*