

P4083 LEAVE OF ABSENCE FOR VICTIMS OF DOMESTIC VIOLENCE OR SEXUAL ASSAULT

BOARD POLICY:

Employees who are victims of domestic violence or sexual assault will be granted paid or unpaid leave in accordance with state law. Employees may not use more than eight (8) days of leave per calendar year for this purpose.

Administrative Implemental Procedures:

1. A leave of absence under this policy may be taken for any of the following purposes:
 - a. Obtaining or attempting to obtain any relief, including, but, not limited to, a temporary restraining order, relief to help ensure the health, safety, or welfare of the employee or the employee's child or children;
 - b. Seeking medical attention for injuries caused by domestic violence or sexual assault;
 - c. Obtaining services from a domestic violence shelter, domestic violence program or rape crisis center as a result of domestic violence or sexual assault; or
 - d. Making court appearances in the aftermath of domestic violence or sexual assault.
2. The employee shall provide the supervisor with reasonable advance notice of the employee's intention to take time off for one of the above purposes, unless it is not possible to provide advance notice. In the event that the employee does not feel comfortable discussing the reason for the leave with the supervisor, the employee may contact Human Resources directly to provide advance notice, and Human Resources will inform the supervisor that the employee will be taking leave pursuant to this policy.
3. The employee shall provide the supervisor with documentation to support the need for leave for one of the above purposes within forty-eight (48) hours after returning from the requested leave. In the event that the employee does not feel comfortable providing this documentation to the supervisor, the employee may provide the documentation directly to Human Resources within the same time frame, and Human Resources will inform the supervisor that such documentation has been received. The supporting documentation may include, but is not limited to, the types of documentation listed in AIP 4.
4. In the event of an unscheduled absence for one of the above purposes, no disciplinary action will be taken against the employee if the employee provides a certification to the supervisor, or Human Resources, within forty-eight (48) hours after the beginning of the unscheduled absence. The certification may be in any of the following forms:
 - a. A police report indicating that the employee was a victim of domestic violence or sexual assault;
 - b. A court order protecting or separating the employee from the perpetrator of an act of domestic violence or sexual assault, or other evidence from the court or prosecuting attorney that the employee has appeared in court;
 - c. Documentation from a medical professional, domestic violence advocate or advocate for victims of sexual assault, health care provider or counselor that the employee was undergoing treatment for physical or mental injuries or abuse resulting from an act of domestic violence or sexual assault.
5. Any supervisor who is informed of an employee's need for a leave of absence under this policy and/or who receives supporting documentation for a leave of absence under this policy

shall inform Human Resources of the request for the leave and shall forward such documentation to Human Resources. However, in all other respects, the supervisor shall maintain the employee's confidentiality regarding the reason for the leave and the supporting documentation.

6. Employees may choose to substitute available paid leave for unpaid leave under this policy. However, substituting paid leave for unpaid leave shall not increase the number of days of leave available under this policy in each calendar year. Nothing in this policy is intended to prohibit or restrict the employee's right to use paid leave in accordance with other Board policies or the applicable negotiated agreement.
7. No employee shall be subjected to termination or retaliation for taking leave pursuant to this policy.

Administrative Responsibility: Human Resources

Latest Revision Date: June 2007

Previous Revision Date: New Policy P4083