


# PROCEDURE

<b>Subject</b>	<b>Domestic or Sexual Violence Leave for Employees</b>	<b>Number:</b> 2.30.04
<b>Source</b>	Human Resources	<b>Reference (Rule #)</b> 6HX14-2.30
<b>President's Approval/Date:</b>	 <b>8/10/2017</b>	

**I. Purpose:** SCF provides Domestic Violence Leave in accordance with s. 741.313, Florida Statutes, to its eligible employees.

**II. Definitions:**

- A. "Domestic violence" means any assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, false imprisonment, or any criminal offense resulting in physical injury or death of one family or household member by another family or household member.
- B. "Employee" has the same meaning as in s. 440.02(15), Florida Statutes.
- C. "Family or household member" means spouses, former spouses, persons related by blood or marriage, persons who are presently residing together as if a family or who have resided together in the past as if a family, and persons who are parents of a child in common regardless of whether they have been married. With the exception of persons who have a child in common, the family or household members must be currently residing or have in the past resided together in the same single dwelling unit.
- D. "Sexual violence" means sexual violence as defined in s. 784.043, Florida Statutes or any crime the underlying factual basis of which has been found by a court to include an act of sexual violence.

**III. Eligibility:** All employees, who have completed three (3) months of employment, may be granted up to three (3) days of paid leave in any twelve (12) month period if the employee or family or household member of the employee is the victim of domestic violence.

**IV. Procedure:**

- A. Except in cases of imminent danger to the health and safety of the employee or family or household member, the employee must provide appropriate advance notice to his/her supervisor. Sufficient documentation of the act of domestic violence or sexual violence,

which may include copies of restraining orders, police reports, orders to appear in court, etc., must be provided to the Human Resources office in order to qualify as domestic violence or sexual violence leave.

**B. Reasons for Use:** This leave may be used to:

1. Seek an injunction for protection against domestic violence or an injunction for protection in cases of repeat violence, dating violence, or sexual violence;
2. Obtain medical care or mental health counseling, or both, for the employee or a family or household member to address physical or psychological injuries, injuries resulting from the act of domestic violence or sexual violence;
3. Obtain services from a victim-services organization, including, but not limited to, a domestic violence shelter or program or a rape crisis center as a result of the act of domestic violence or sexual violence;
4. To make the employees home secure from the perpetrator of the domestic violence or sexual violence or to seek new housing to escape the perpetrator, or
5. To seek legal assistance in addressing issues arising from the act of domestic violence or sexual violence or to attend and prepare for court related proceedings arising from the act of domestic violence or sexual violence.

**C. Processing Leave Requests**

1. Domestic Violence or Sexual Violence Leave shall be requested as Protection Leave on SCF's Request for Leave of Absence Form.
2. All requests and documentation relating to domestic violence or sexual violence leave will be maintained in a confidential manner in accordance with s. 741.313, Florida Statutes. Employees should contact the Coordinator of Benefits or the Assistant Director of Human Resources for guidance if needed.

Refer to SCF Procedure 2.44.01 "Harassment and Discrimination and Related Misconduct (Including Sexual and Gender-based Harassment, Sexual Assault, Sexual Exploitation, Interpersonal Violence, Stalking, Complicity and Retaliation)" to review Title IX related activities and SCF's obligation to provide a safe and non-discriminatory learning and working environment.