

	ADMINISTRATIVE PROCEDURE MANUAL		
	SECTION TITLE	NUMBER	PAGE
	DOMESTIC VIOLENCE LEAVE	03-1016	1 OF 1
	BASED ON BOARD OF TRUSTEES' RULE AND TITLE	DATE REVISED	
6Hx7 3.27 Leave	November 2, 2016		

Purpose

An employee who has been a victim of domestic violence or has a family or household member that has been a victim as defined under Florida Statute 741.313, may request to take up to three (3) days of unpaid leave from work in a twelve (12)-month period.

Procedure

- A. Employees must be employed by the College for at least three (3) consecutive months.
- B. The purpose of leave must be for one of the following reasons:
 - 1. Seek an injunction for protection against domestic violence or 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 injuries resulting from domestic violence;
 - 3. Obtain services from victims' services organizations such as a domestic violence shelter or rape crisis center;
 - 4. Make the employee's home secure from the perpetrator of domestic violence or find a new home to escape the perpetrator;
 - 5. Seek legal assistance to address issues arising from domestic violence;
 - 6. Attending or prepare for court related proceedings arising from the act of domestic violence.
- C. Except in a case of imminent danger or harm, the employee shall provide advance notice of leave including appropriate documentation to support the request.
- D. An employee must have exhausted all annual or vacation leave, personal and sick leave, if applicable, before receiving leave under this provision unless the supervisor approves as unpaid leave.
- E. The College must keep all information relating to the leave confidential. This documentation will be maintained in the Human Resources Office and kept separate from the employee's official personnel file.

REFERENCES: F.S. 741.313, 1001.64, 1001.65

Adopted Date: August 12, 2014
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