

Bargaining Unit employees should review their appropriate Collective Bargaining Agreement (CBA) to determine if this procedure applies to them. In case of a conflict between the applicable CBA and these procedures, the provision in the CBA controls.

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Domestic Violence Leave

OVERVIEW: This procedure describes leave for victims of domestic or sexual violence.

SCOPE: This procedure applies to all persons employed by the Board.

PROVISIONS:

1. Granting of Domestic Violence Leave

An employee who has been victimized by domestic or sexual violence is eligible to receive up to three days of leave in a 12 month period, provided the following conditions are met:

- a. The employee has been employed by the County in a permanent position for the past three months.
- b. The employee has provided documentation showing that the employee is a victim of domestic or sexual violence. Forms of documentation may include a restraining order, police report, or a letter from a physician or mental health provider.
- c. This leave is intended to be used to seek an injunction for protection against domestic, dating or sexual violence; obtain medical care or mental health counseling; obtain services from a victim services organization; make the employee's home secure from the perpetrator of the violence; seek legal assistance in addressing issues arising from the act of violence or other reasons provided in F.S. 741.313

2. Leave Entitlement

After the employee has exhausted the three days of leave, the employee may request continuation of leave and can use accrued annual or sick leave for this purpose. The employee may request the Administrating Official to approve leave without pay if all accrued leave has been exhausted.

3. Confidentiality of Records

All documentation supporting the request for Domestic Violence Leave will be maintained in the Human Resource Department's files.