

STAFF VICTIM LEAVE

Any staff member with annual or accrued leave may take leave for any of the following purposes:

1. to seek medical attention for the employee or the employee's family member to recover from a mental or physical illness, injury, or health condition caused by domestic abuse, sexual assault, or harassment;
2. to obtain services from a victim services organization;
3. to obtain mental health or other counseling;
4. to seek relocation due to the domestic abuse, sexual assault, or harassment; or
5. to seek legal services, including preparation for or participation in a civil or criminal proceeding relating to or resulting from domestic abuse, sexual assault, or harassment.

For the purpose of using leave to take victim leave, the term “immediate family” includes a person who is related by blood, marriage, civil union, or adoption, anyone who lives in the employee’s household plus persons not in the employee’s household who are the employee’s children, step children, daughters-in-law, sons-in-law, parents, step-parents, parents-in-law, grandparents, grandparents-in-law, grandchildren, brothers, sisters, brothers-in-law, sisters-in-law, spouse, partner in a civil union or domestic partner and others with whom the employee has an unusually close relationship. Exceptions may be made by the superintendent.

When applying accrued leave to take victim leave, the following crimes/actions are as defined in state law:

1. domestic abuse
2. harassment
3. sexual assault

Staff victim leave taken by using accrued leave will follow the provisions outlined in the Board's staff annual leave policy.

Any employee who has been the victim of any of the crimes/actions listed below may request and shall be granted up to three working days of leave without pay during any 12 month period for any of the following purposes:

- To seek a civil restraining order in order to prevent domestic abuse as it is defined in state law
- To obtain medical care and/or mental health counseling or both to address related physical or psychological injuries experienced personally or by the employee’s children
- To make his or her home secure from the perpetrator or to seek new housing to escape from the perpetrator
- To seek legal assistance to address related issues and to attend and prepare for court related proceedings

Except in cases of imminent danger to the health or safety of the employee, an employee seeking

such leave shall provide as much advance notice to the district as possible, as well as any appropriate documentation requested by the employee's supervisor. The employee does not need to exhaust his or her paid leave prior to being granted leave in accordance with this policy.

All information related to such leave shall be kept confidential, and copies of any related documents retained by the district shall be marked confidential and stored in a secure location separate from routine personnel documents.

This leave applies to the following crimes/actions as defined in state law:

- Domestic abuse
- Stalking
- Sexual assault
- Any other crime where a court has found that the underlying factual basis includes an act of domestic violence

Adopted May 7, 2003

Revised May 16, 2012

Revised February 3, 2021

Legal Ref.: C.R.S. 24-34-402.7 (unlawful action against employees seeking protection)

Contract Ref.: TEA Agreement - Article 9, Leaves; Section 9-13, Leave Related to Domestic Abuse