



Policy: Victims of Domestic Violence Leave

ChildNet Number: CN 009.067

Original Approved Date: June 16, 2010

Policy Revised Date(s):

Policy Sunset Date:

COA standard(s): ASE 1.05, RPM 2.01 , 6.01

Statement of Policy:

ChildNet is committed to creating a supportive work environment for those who are threatened by domestic violence. This procedure outlines the process and rules to be followed in the event an employee needs leave under the specified circumstances contained herein. It is ChildNet's intent to comply with all applicable federal, state and local law governing the matters encompassed within this policy and procedure. Accordingly, any general terms or conditions of this policy or procedure inconsistent with law applicable to any specific circumstance will be applied or enforced only in a manner consistent with applicable law.

Board Chair Signature:

Date:

11/15/10



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ChildNet Number: CN 009.067

Original Approved Date: June 16, 2010

Procedure Revised Date(s): July 9, 2014, February 21, 2018

Procedure Sunset Date:

COA Standard(s): ASE 1.05, RPM 2.01, 6.01

Definitions:

Domestic Violence: Any willful intimidation, assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping or false imprisonment, or attempt thereof, or any criminal offense resulting in physical injury or death of one family or household member by another who is or was residing in the same single dwelling unit. Domestic violence also means any crime, the underlying factual basis of which has been found by a court to include an act of domestic violence.

Eligibility: All ChildNet employees employed for three or more months are eligible to request and take up to three working days of unpaid leave from work in any 12 month period if the employee or a family or household member of the employee is the victim of domestic violence. To the extent that any employee taking domestic violence leave has accrued PTO benefits, any domestic violence leave will be deemed paid leave and the employee will be paid from their accrued PTO.

Family or Household Member: 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 have a child in common regardless of whether they have been married or have resided together at any time.

Statement of Procedure:

Eligible employees may request and take domestic violence leave to:

- A. Seek an injunction for protection against domestic violence or an injunction for protection in cases of repeat violence, dating violence, or sexual violence;
- B. Obtain medical care or mental health counseling, or both, for the employee or a family or household member to address physical or physiological injury resulting from the act of domestic violence;



- C. 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;
- D. Make the employee's home secure from the perpetrator of the domestic violence or to seek new housing to escape the perpetrator;
- E. Seek legal assistance in addressing issues arising from the act of domestic violence or to attend and prepare for court-related proceedings arising from the act of domestic violence. All such requests shall be made to the head of Talent Management or designee.

Except in cases of imminent danger to the health or safety of the employee or a family or household member, an employee seeking domestic violence leave must provide ChildNet with reasonable advance notice of the need for leave and any requested documentation of the act of domestic violence. Where imminent danger to the health or safety of the employee or family or household member precludes reasonable advance notice of the need for leave and advance documentation of the act of domestic violence, ChildNet will accept requested documentation after the date(s) of leave to support the need for leave and, upon review of the sufficiency of that documentation, will reclassify any unexcused absence as qualifying domestic violence leave.

Any and all information provided to the company related to the leave will be kept confidential and provided solely to those persons necessary to effectuate the employee's leave.

To the extent that any employee taking domestic violence leave has accrued PTO or MIA benefits, as applicable, any domestic violence leave will be deemed paid leave and the employee will be paid from their accrued PTO or MIA, as applicable.

President's Signature:

Date:

02-27-18