

DOMESTIC VIOLENCE LEAVE

Florida law requires the university to allow employees to take three (3) working days of leave within a 12-month period if the employee or a family or household member is the victim of domestic violence and if the leave is sought for specific reasons related to the domestic violence. This policy covers faculty, staff and Other Personal Services (OPS) employees who have been employed for at least three (3) months.

Leave Requirements:

An employer must provide leave to an employee who is the victim of domestic violence in order to:

- Seek an injunction for protection;
- Obtain medical care or mental health counseling for the employee or a family or household member;
- Obtain services from a victim-services organization;
- Make the employee's home secure or seek new housing;
- Seek legal assistance to address issues and to attend and prepare for court-related proceedings arising from domestic violence.

Except in cases of imminent danger, the employee is required to provide advance notice to their supervisor or Human Resources and may be required to provide Human Resources sufficient documentation of the domestic violence. The employee is required to use accrued leave. In the event the employee does not have sufficient leave, or does not accrue leave to cover the domestic violence leave period, the leave will be unpaid.

The university must keep all information relating to the leave confidential. The request for leave, supporting documentation submitted by the employee, and any timesheet or leave request form reflecting the request for leave are exempt from state public records disclosure requirements until one year after the leave is taken. This documentation is to be maintained in the Human Resources Department filed separately from the employee's official personnel file.

Under no circumstances can the university take any disciplinary action against the employee related to the use of the domestic violence leave.

Specific Authority 741.313, F.S. History - New 7/1/07