The College allows eligible employees who are victims of domestic or sexual violence, or who have a family or household member who is a victim of domestic or sexual violence, to take up to three days off in a 12-month period to:

- Seek an injunction for protection against domestic violence or an injunction for protection in cases of repeat violence, dating violence, or sexual violence;
- Obtain medical care or mental health counseling, or both, for the employee or a family or household member to address physical or psychological injuries resulting from the act of domestic violence or sexual violence;
- 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 or sexual violence;
- Make the employee’s home secure from the perpetrator of the domestic violence or sexual violence or to seek new housing to escape the perpetrator; or
- Seek legal assistance in addressing issues arising from the act of domestic violence or sexual violence or to attend and prepare for court-related proceedings arising from the act of domestic violence or sexual violence.

A twelve-month period is defined as any rolling twelve-month period measured backward from the date that leave is used.

**Family or Household Member**

For purposes of this procedure, "family or household member" means 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 are parents of a child in common regardless of whether they have been married. With the exception of persons who have a child in common, the family or household members must be currently residing or have in the past resided together in the same single dwelling unit.
Eligibility
To be legally eligible for the leave, employees must be employed at the College for at least three months prior to the leave. The College may request documentation to back up the domestic violence leave, but all information regarding the employee’s domestic violence leave must remain confidential.

For purposes of this procedure, "domestic violence" means any assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, false imprisonment, or any criminal offense resulting in physical injury or death of one family or household member by another family or household member.

Type of Leave
Employees must exhaust in this order: available annual/vacation, non-duty days (if applicable) or personal leave and sick leave before using unpaid leave. Both paid and unpaid leave are counted against the three day domestic violence leave entitlement. Employees, who are not concurrently using paid leave (i.e., vacation leave or sick leave, including personal leave) while on domestic violence leave, shall not accrue paid leave while on domestic violence leave.

Advanced Notice
Employees requesting Domestic Violence leave are required to provide "appropriate advanced notice" of the need for leave, unless prevented from doing so because of imminent danger to the health or safety of the employee or a family member.