

PROTECTIONS FOR VICTIMS OF FAMILY VIOLENCE

Applicability: This policy applies to all Oak Hill employees.

I. Purpose. The purpose of this policy is to comply with P.A. 10-144, which grants new rights to employees who are the victims of family violence.

II. Policy.

A. Employment Protections.

Oak Hill shall not take any employment action against an employee because the employee: 1) obeys a legal subpoena to appear before a court as a witness in any criminal proceeding; 2) the employee attends a court proceeding or participates in a police investigation related to a criminal case in which the employee is a crime victim or victim of family violence; 3) has obtained a restraining order; or 4) is a victim of family violence.

B. Leave Entitlement for Victims of Family Violence.

1. An employee who is the victim of family violence shall be entitled to take up to twelve (12) days of unpaid leave during any calendar year in which such leave is reasonably necessary: 1) to seek medical or psychological care or counseling for physical or psychological injury or disability for the victim; 2) to obtain services from a victim services organization on behalf of the victim; 3) to relocate due to such family violence, or 4) to participate in any civil or criminal proceeding related to or resulting from such family violence.
2. Leave under this Policy shall supplement any other leave an employee may be eligible to take under state or federal law.
3. If the employee has accrued appropriate benefit time, he or she may use paid vacation, holiday comp and personal leave prior to being placed on unpaid leave. If the employee is the victim of family violence, the employee may also use accrued sick time.

C. Notice Requirements.

If an employee's need for leave under this section is foreseeable, the employee must provide at least five (5) days' written notice prior to the commencement of the leave. If an employee's need for leave under this policy is not foreseeable, the employee must provide such notice as soon as practicable.

All notices must be provided in writing to the Director of Compensation of Benefits in the Human Resources department and must state whether the leave will be unpaid or whether the employee elects to use benefit time.

D. Certification Requirements.

An employee who takes leave pursuant to this policy shall provide the Director of Compensation and Benefits a signed written statement certifying that the leave is for a purpose authorized under this policy. Such statement shall be maintained as confidential and shall not be further disclosed except as required by federal or state law or as necessary to protect the employee's safety in the workplace, provided that the employee is given advance notice of the disclosure.

In addition, in order to certify the need for the leave, the employee will be required to provide one of the following: 1) a copy of the police or family court record; 2) a statement from an employee or agent of a victim services organization, an attorney, an employee of the Judicial Branch's Office of Victim Services or the Office of the Victim Advocate; or 3) a licensed medical professional or other licensed professional from whom the employee has sought assistance with respect to family violence.

This policy was approved on August 18, 2010

This policy is effective September 17, 2010