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	<b>Revised:</b>	<b>July 1, 2007</b>

## **Domestic Violence Leave**

In accordance with Florida law, eligible employees are entitled to leave where the employee or a family or household member has been subject to domestic violence.

### **Employee Eligibility**

Eligible employees are those who have worked for Ringling College of Art and Design for at least three (3) months.

### **Family or Household Member**

Spouses/domestic partners, former spouses/domestic partners, 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 currently be residing or have in the past resided together in the same single dwelling unit.

### **Domestic Violence**


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.

### **Leave Entitlement**

Eligible employees may take up to three (3) working days of Domestic Violence Leave in a twelve month period. The twelve month period within which the three days of leave may be taken is a "rolling" twelve month period, measured backwards from the date an employee's Domestic Violence Leave would begin.

Eligible employees may take Domestic Violence Leave for the following reasons:

- To seek an injunction for protection against domestic violence or an injunction for protection in cases of repeat violence, dating violence, or sexual violence;
- To 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;
- To 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;

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- To make the employee's home secure from the perpetrator of the domestic violence or to seek new housing to escape the perpetrator; or
- To 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.

### **Notice and Documentation**

Unless there is imminent danger to the employee's health or safety or to the health or safety of an employee's family or household member, the employee must provide at least three (3) business days advance notice of his or her need for leave. Sufficient documentation must also be supplied regarding the fact that the employee or a member of the employee's family or household has been subject to domestic violence.

### **Coordination with Paid Leave**

Before an employee is entitled to take any Domestic Violence Leave, the employee must exhaust any available paid leave provided by the College. Any leave taken under this policy will reduce the available paid leave by the number of days utilized for Domestic Violence Leave. If the employee has no paid leave available, any Domestic Violence Leave taken will be unpaid.

### **Coordination with FMLA Leave**

Leave granted under this policy will run concurrently with leave under the Family and Medical Leave Act (FMLA) if the qualifying event under this policy also qualifies under FMLA Leave.

### **Confidentiality**

The College will keep all information pertaining to this leave confidential to the extent required by law.