

# Big Bend Community Based Care Policy & Procedure

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**Series:** 1100 Human Resources

**Policy Name:** Domestic Violence Leave

**Policy Number:** 1130

**Origination Date:** 02/17/2009

**Revised:** Board Meeting of 12/13/2018

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## Policy

Big Bend Community Based Care, Inc. (BBCBC), values the safety of our employees and therefore grants unpaid leave for short periods of absence related to issues of domestic violence. Without BBCBC permission, an employee may not work for any other company during his or her leave of absence from BBCBC.

## Procedure

**A. [Domestic Violence Leave of Absence].** A leave of absence for a period of time, not to exceed three (3) days in any given 12-month period, may be granted for the following reasons:

1. To seek an injunction for protection against domestic violence or an injunction for protection in cases of repeat violence, dating violence, or sexual violence;
2. To obtain medical care and/or mental health counseling to address physical or psychological injuries resulting from the act of domestic violence (for either the employee or family/household member);
3. To obtain services from a victim-services organization;
4. To make the employee's home secure from the perpetrator of domestic violence or to seek new housing or to escape the domestic violence perpetrator; or
5. To seek legal assistance for issues concerning the domestic violence situation or to attend and prepare for court-related proceedings arising from the act of domestic violence.

**B. Terms and Conditions Domestic Violence Leave.**

1. Leaves of absence are available only to employees who have been on the BBCBC payroll for a period of three (3) months.
2. Except in cases of imminent danger to the health or safety of the employee, or to the health or safety of a family/household member, an employee must give BBCBC twenty-four (24) hours' advance notice of their request for leave.
3. A leave of absence will be granted to an employee who has been a victim of domestic violence or who has a family or household member who has been a victim of domestic violence.
4. Except in cases of imminent danger to the health or safety of the employee or a family/household member, a leave of absence will be granted upon request and if supported by sufficient documentation of the act of domestic violence including, but not limited to:
  - a. Documentation or report by a law enforcement official;
  - b. Documentation or report by a domestic violence shelter; or
  - c. Documentation or report by a medical care or mental health professional.

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5. An employee is not required to exhaust all annual or vacation leave, personal leave, or sick leave which is available to the employee to seek domestic violence leave. If the employee chooses, the employee may use available vacation or personal leave time so that this leave is with pay.
6. BBCBC will keep all information related to an employee's leave under this Policy CONFIDENTIAL. Only BBCBC human resources staff, executive leadership and the employee's supervisor may be made aware of the employee's use of their leave option.
7. Employees utilizing this type of leave are encouraged to access additional employee supports via the Employee Assistance Program.