



POLICY #3440 Leave for Crime Victims and Family Members

EFFECTIVE DATE 1/25/2024 **VERSION # 2**

DATE OF LAST REVISION 12/22/2023 **NEXT REVIEW DATE** 1/1/2026

APPLIES TO

Division Districtwide
 Sub-Division Human Resources

VERSION	REVISION DATE	DESCRIPTION OF CHANGE/SUPERSEDE	AUTHOR
1	07/01/2010	Board Approved Employee Handbook	General Manager
2	12/22/2023	Removing from Handbook and adding it to newly formatted policy repository	Michelle Niven

TERMS AND DEFINITIONS

TERM	DEFINITION
Immediate Family Member	A spouse, registered domestic partner, child, stepchild, brother, stepbrother, sister, stepsister, mother, stepmother, father or stepfather. A registered domestic partner means a domestic partner who is registered in accordance with California state law.

PROCEDURE

An employee who is a victim or who is the family member of a victim of a violent felony or serious felony may take time off from work under the following circumstances:

- The crime must be a violent or serious felony, or a felony provision of law proscribing theft of embezzlement, as defined by law; and
- The employee must be the victim of a crime or must be an immediate family member of a victim, a registered domestic partner of a victim, or the child of a registered domestic partner of a victim.


The absence from work must be to attend judicial proceedings related to a crime listed above.

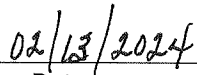
Before an employee is absent for such a reason, he/she must provide documentation of the scheduled proceeding(s). Such notice is typically given to the victim of the crime by a court or government agency setting the hearing, a district attorney or prosecuting attorney's office or a victim/witness office.

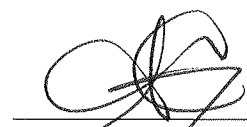
If advance notice is not possible, the employee must provide appropriate documentation within a reasonable time after the absence.


Any absence from work to attend judicial proceedings will be unpaid, unless the employee chooses to use their accrued paid time off, such as vacation or sick leave.

Authority: General Manager; Board of Directors

Michelle Niven 
Author (print and sign)


Date


Annabel Grimm
General Manager


Date

Approved by the Board of Directors on: **January 25, 2024**