



EMPLOYEE-INVOLVED DOMESTIC VIOLENCE GENERAL ORDER #15.05

Adopted: 08/04/2006
Replaces: NEW ORDER

POLICY

There are occasions, due to family violence situations, when employees will need time off for the purpose of dealing with threats of emotional and physical abuse and also to seek safety and protection.

PROCEDURE

The following guidelines are offered to supervisors and managers to assist employees in managing family violence situations. The length of time employees are required to be absent from work should be decided by the individual's situation. This time period shall be determined through collaboration with employee, supervisor, manager, the Administrative Services *Manager* and *Stanford Human Relations*.

A. TYPE OF ABSENCES - CATEGORIES

Options available to employees are: family emergencies and personal time off with pay, or authorized leave of absence without pay.

1. A specific leave may be granted when the supervisor and division captain agree to bring the member back to the same position and the supervisor can make arrangements for temporary coverage of the employee's position. Director approval is required.
2. Employees should be able to establish a definite date to return.
3. If an employee cannot establish a definite date of return to work and requires more time off than they have accrued, a specific leave of absence without pay may be considered.

- B.** Employees, supervisors and managers are encouraged to explore paid leave options which will support employees coping with various family demands without having to take formal leave without pay. Examples of options to avoid the use of unpaid leave are:
1. Arrange flexible work hours so the employee can arrange court appearances, legal housing and child care services.
 2. Determine whether the job can be done full or part-time
- C.** If an employee is out of accumulated time off, a “leave without pay” option would be considered.



**LAURA WILSON
DIRECTOR**