

Leave Administration Procedure | Domestic Violence

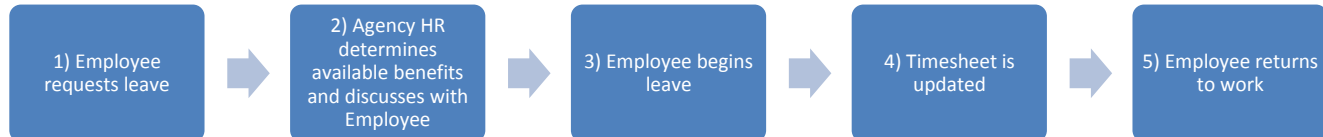


King County

Department of Human Resources Leaves Administration Team

Time away from work related to Domestic Violence Procedure

Washington state law allows employees who are victims or who are family membersⁱ of victims of domestic violence, sexual assault or stalking to take a reasonable period of time away from work to receive medical treatment, attend legal proceedings or address safety concerns. King County Executive Policy “Domestic Violence in the Workplace,” PER-18-5-2 (AEP) (September 10, 2006) also provides for leave as a means of providing assistance to an employee who is a victim of domestic violence.



Employee responsibilities:

1. Communicates need for time away related to domestic violence to agency human resources representative
2. Completes the request for time off according to department procedures (i.e., absence request form, time sheet, equivalent system). Eligibility is for a “reasonable period of leave”.
3. Forwards request for time off paperwork to supervisor or in accordance with department procedures
4. Uses domestic violence leave
5. Communicates with supervisor and/or agency human resource representative on return to work dates
6. Returns to work

Employer responsibilities:

1. Agency human resource representative reviews eligibility and discusses options with employee
 - a. May request verificationⁱⁱ that employee or family member is a victim of domestic violence, sexual assault or stalking.
 - b. Documentation should only be stored in the employee’s medical file
2. Agency human resource representative discusses leave options and eligibility with employee
3. Agency human resource representative approves domestic violence leave and works with employee supervisor on adjusted work schedule/expected leave
4. Completes and signs King County Request Form (or other time off request documentation) according to agency procedures
5. Enters approved leave information and appropriate time reporting code into payroll system
 - a. Employee is allowed to use any paid accruals during their approved time of leave. No comments regarding the domestic violence should be entered into PeopleSoft or elsewhere. Once an employee runs out of paid leave they may continue leave in an unpaid status.
6. Communicates with employee during leave to confirm return to work date

ⁱ A “family member” is a child, spouse, parent, parent-in-law, grandparent or person with whom the employee has a dating relationship. A “dating relationship” is a social relationship of a romantic nature.

ⁱⁱ Verification may include a police report indicating the employee or employee’s family member was a victim of domestic violence, sexual assault or stalking; a court order protecting or separating the employee or employee’s family member from the perpetrator of the act of domestic violence, sexual assault or stalking; documentation that the employee or employee’s family member is a victim of domestic violence, sexual assault or stalking from a domestic violence advocate, attorney, member of the clergy or a medical or other professional; or an employee’s own written statement that the employee or employee’s family member is a victim of domestic violence, sexual assault or stalking.