

IV. LEAVES OF ABSENCE

F. DOMESTIC VIOLENCE/SEXUAL ASSAULT LEAVE

The City of Lawrence provides up to 8 days per calendar year of unpaid job-protected leave to employees who are victims of domestic violence or sexual assault to obtain or attempt to obtain any relief, including, but not limited to, a temporary restraining order, restraining order or other injunctive relief to help ensure the health, safety or welfare of employee or the employee's child or children; seek medical attention for injuries caused by domestic violence or sexual assault; obtain services from a domestic violence shelter, domestic violence program or rape crisis center as a result of domestic violence or sexual assault; or make a court appearance in the aftermath of domestic violence or sexual assault.

Paid leave may be taken in accordance with guidelines established in Section III, Time Off Benefits of this handbook to supplement this policy.

The employee shall give the supervisor reasonable advance notice of the employee's intention to take time off, unless such advance notice is not feasible. Within 48 hours of returning from requested time off, the employee must provide supporting appropriate documentation to the supervisor.

When unscheduled absence occurs, the employee must submit the appropriate documentation to the supervisor within 48 hours after beginning of unscheduled absence.

Appropriate documentation includes the police report showing that the employee was a victim of domestic violence or sexual assault; protection order for act of domestic violence or sexual assault protecting the employee or separating the employee from the perpetrator; other evidence from the court or prosecuting attorney that employee has to appear in court; or documentation from medical professional, domestic violence advocate, or advocate for victims of sexual assault, health care provider or counselor that employee was undergoing treatment for physical or mental injuries or abuse resulting in victimization from an act of domestic violence or sexual assault.