

PROCEDURE 506-9

LEAVE FOR VICTIMS OF DOMESTIC VIOLENCE AND/OR SEXUAL ASSAULT

Effective 01-01-2020, Resolution No. 044-19

Kansas law provides for unpaid leaves of absence for employees who are victims of domestic violence and/or sexual assault. Employees may take leave from work to:

- Obtain or attempt to obtain a restraining order or other injunctive relief to help ensure the health, safety, and welfare of the employee and/or the employee's children.
- Seek medical attention for injuries caused by the 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.
- Appear in court in relation to the domestic violence or sexual assault.

Employees may use accrued vacation or, if applicable, other forms of paid leave when absent for any of the above reasons. Otherwise, the leave will be unpaid.

Where practical, the employee must give reasonable notice of the need for leave. The Department of Human Resources may request documentation of the need for leave, which must be provided within 48 hours of the request. Provided that the employee satisfies the requirements of this paragraph and the leave, if unpaid, does not exceed eight days per calendar year, the leave will not count against the employee's attendance record, and the employee will not be subject to any adverse employment action for taking leave under this procedure.