

UNDERSTAND

If you are a victim of, or have a family/household member who is a victim of domestic violence, sexual assault or stalking, you can take reasonable leave from work, intermittent leave, or leave on a reduced schedule to:

- Seek legal or law enforcement assistance to ensure the your personal safety or the safety of family members. This includes but is not limited to preparing for, or participating in, legal proceedings relating to domestic violence, sexual assault, or stalking;
- Seek treatment by a health care provider for physical or mental injury caused by domestic violence, sexual assault, or stalking, or to attend to the health care treatment of a family member who is a victim of domestic violence, sexual assault, or stalking;
- Obtain or assist a family member to obtain mental health counseling when the employee or family member is a victim of domestic violence, sexual assault, or stalking;
- Participate in safety planning to temporarily or permanently relocate, or take other safety related action to provide for the employee's or family member's safety from future incidents of domestic violence, sexual assault, or stalking.

As a condition of taking leave for any of the reasons described under "Understand", you are required to give your supervisor or manager advance notice of you intention to take leave, in accordance with your departments leave request procedures. If you cannot provide advance notice because of an emergency or unforeseen circumstances due to domestic violence, sexual assault, or stalking, your designee must give notice to the employer no later than the end of the first day that the employee takes leave.

You may take annual leave, sick leave, personal holiday, leave without pay or compensatory time, if available.

Olympic College may require verification that you or your family member is a victim of domestic violence, sexual assault, or stalking and that leave is being taken for one of the reasons described above. If required, you must provide verification in a timely manner. Verification can be one or more of the following:

- A police report confirming that you or your family member was a victim of domestic violence, sexual assault, or stalking.
- A court order establishing the separation between the perpetrator and you or your family member.
- A domestic violence, sexual assault, or stalking victim advocate, an attorney, member of the clergy or a medical or "other professional".
- Your written statement that you or your family member is a victim of domestic violence, sexual assault, or stalking.

Family relationship verification may be a statement from you, a birth certificate, court document, or other similar documentation.

Olympic College will treat information you provide confidentially. Information will only be disclosed if you request or consent to it, as ordered by the court or administrative agency, or as otherwise required by federal or state law.

Upon returning from leave, you will be restored to the position you held at the time leave began or to an equivalent position, unless you were hired for a specific term or only to perform work on a special project.

ACTION

To take leave related to domestic violence, sexual assault or stalking:

- Provide as much advance notice to your supervisor or manager as you can. If you cannot provide advance notice because of an emergency or unforeseen circumstance related to domestic violence, sexual assault, or stalking, you or your designee must give notice by the end of the first day you take leave.
- Follow your department's normal leave request process to request time off from work. Be specific about how much time you expect to be off work and the type of paid or unpaid leave you wish to use.
- If you will need to take leave on an intermittent or reduced work schedule, provide as much detail as you can about either the dates you will be off work, or the type of reduced schedule you need and for how long.

Be prepared to verify your need for leave if requested.

Get Help

If you need to take leave because of domestic violence, sexual assault or stalking, consider seeking help. These resources can assist you:

[YWCA \(Alive Shelter\)](#)

Threats of Violence

- If you are in danger or feel threatened call 911