
VICTIMS OF ABUSE LEAVE POLICY

The Collaborative Charter Services Organization (“CSO”) provides reasonable and necessary unpaid leave, and other reasonable accommodations, to employees who are victims of domestic violence, sexual assault, or stalking. Such leave may be taken to attend legal proceedings or to obtain, or attempt to obtain, any relief necessary, including a restraining order, to ensure the employee’s own health, safety or welfare, or that of the employee’s child(ren).

Employees may also request unpaid leave to:

1. Seek medical attention for injuries caused by domestic violence, sexual assault, or stalking;
2. Obtain services from a domestic violence shelter, program, or rape crisis center;
3. Obtain psychological counseling for the domestic violence, sexual assault, or stalking; or
4. Participate in safety planning, such as relocation, to protect against future domestic violence, sexual assault, or stalking.

To request leave under this policy, an employee must provide the CSO with as much advance notice as practicable under the circumstances. If advance notice is not possible, the employee requesting leave under this policy should provide the CSO with one (1) of the following certifications upon returning to work:

1. A police report indicating that the employee was a victim of domestic violence, sexual assault, or stalking.
2. A court order protecting the employee from the perpetrator or other evidence from the court or prosecuting attorney that the employee appeared in court.
3. Documentation from a licensed medical professional, domestic violence or sexual assault counselor, licensed health care provider, or counselor showing that the employee’s absence was due to treatment for injuries or abuse from domestic violence, sexual assault, or stalking.

Employees requesting leave under this policy may choose to use accrued paid leave. In addition, the CSO will provide reasonable accommodations to employees who are victims of domestic violence, sexual assault or stalking for the employee’s safety while at work. To request an accommodation under this policy, an employee must contact the Human Resources Department.