

Leave for Victims of Domestic Violence and Their Family Members

I. Purpose, Values and Outcomes

The City of Lynnwood wishes to provide employees all rights granted to them by federal and state law. This policy provides for victims of domestic violence and their family members to take reasonable unpaid leave in accordance with state law.

II. Policy

- A. Employees who are victims of domestic violence, sexual assault, or stalking may take reasonable unpaid leave from work to take care of legal or law enforcement needs or to get medical treatment, social services assistance, or mental health counseling. Employees who are qualifying family members of a domestic violence victim are also eligible for leave under this policy.
- B. While the leave granted by state law is unpaid, employees may elect to use paid sick, vacation, or other accrued paid time off while on leave as applicable under City policy or collective bargaining agreement.
- C. Employees wishing to take leave under this policy must give as much advance notice of the need for the leave as possible. Leave requests must be supported with one or more of the following:
 - 1. A Police report indicating the employee or the employee's family member was a victim;
 - 2. A Court order providing protection to the victim;
 - 3. Documentation from a healthcare provider, advocate, clergy, or attorney;
 - 4. The employee's written statement that the employee or employee's family member is a victim and needs assistance.

III. Definition of Qualified Family Member

A qualified family member under this policy means child, spouse, parent, parent-in-law, grandparent or person the employee is dating. The City of Lynnwood may request verification of family relationship.

IV. Procedures

- A. Employees wishing to take leave under this policy must complete an Employee Leave Request and Approval form. On the form, the employee should note the reason as domestic violence leave.
- B. If the employee wishes to use paid leave, the type of leave requested should be designated on the form. All leave must be used in accordance with applicable City policy or collective bargaining agreement.
- C. Documentation of the need for the leave as outlined above should be attached to the form.
- D. The form will then be approved and processed according to the City's normal leave processing procedures.

Approved:



Don Gough, Mayor

8-22-08

Date