



UNIVERSITY POLICY

Safe and Secure Leave

Responsible Office: Human Resources
Effective Date: June 1, 2024

Policy Statement

This policy allows for unpaid time off for an employee or immediate family member who is the victim of domestic violence or sexual assault.

Scope

Describe who the policy applies to considering the University audience may include faculty, staff, students, and visitors.

Policy

The Safe and Secure Leave (SSL) provides a full-time employee who is a victim of domestic violence or sexual assault or who has an immediate family or household member who is a victim of domestic or sexual violence, with up to ten (10) days of **unpaid leave** per twelve (12) month period to address issues arising from domestic or sexual violence. The 12-month period will be determined using a “rolling” look back over the last 12 months from the date of the request.

SSL may be taken to:

1. Seek medical attention for, or recovery from, physical or psychological injuries caused by domestic or sexual violence to the employee or employee’s family or household member;
2. Obtain victim services for the employee or employee’s family or household member;
3. Obtain psychological or other counseling for the employee or the employee’s family or household member;
4. Participate in safety planning, including temporary or permanent relocation or other actions to increase the safety of the victim from future domestic or sexual violence; or
5. Seek legal assistance to ensure the health and safety of the victim, including participating in court proceedings related to the violence.

SSL leave may be taken intermittently or on a reduced work schedule.

Procedures

To request leave, the employee must provide a minimum of 48 hours’ notice, to Benefits & Wellness, except in such cases where it is not practicable to provide such notice.

Documentation is required for SSL to be used for the purpose listed above. An employee should provide Benefits & Wellness with a sworn statement and other documentation, such as:

- Documentation from any victim services organization, attorney, medical professional, or

any person that the employee or the employee's family has asked for assistance.

- A police or court record
- Or any other evidence or documentation

All information provided is **confidential**.

Entitled period of leave in the event the employee's family or household member is a fatal victim of a violent crime.

Employees are entitled to leave in the event a family or household member is killed in a crime of violence. If a member of the employee's immediate family (as defined in Butler's Bereavement Policy) is a fatal victim, the employee is entitled to five (5) days of **unpaid leave** to attend their funeral, to make necessary preparations following their passing, and to grieve the family member. This additional time off will follow time permitted under paid Bereavement Leave.

***Policy Collaborators:** Finance, Office of General Counsel*

***Contact Information:** askhr@butler.edu*

***Appendices:** None*

***History/Revisions:** New*