

## **NOTICE TO VICTIMS OF DOMESTIC VIOLENCE, SEXUAL ASSAULT AND STALKING**

### ***Taking Time Off:***

- If you are a victim of domestic violence, sexual assault, or stalking you may take leave from work to obtain or attempt to obtain a restraining order or other court order to help ensure your own health, safety, or welfare - or that of your child or children.
- You may take time off from work to get medical attention or services from a domestic violence shelter, program or rape crisis center; psychological counseling; or to receive safety planning related to domestic violence, sexual assault, or stalking.
- You may elect to substitute available vacation, personal leave, accrued paid sick leave, or compensatory time off for unpaid leave.
- In general, you should provide reasonable advance notice, if foreseeable, or as soon as possible under the circumstances, depending on the nature of the leave taken.
- You should provide certification of the need for leave that explains the reason for your absence either prior to your absence or within a reasonable time after the absence. This certification can be a police report, court order or doctor's or counselor's note. Leave for injuries resulting from domestic violence, sexual assault, or stalking may run concurrently with other types of leaves, such as Family and Medical Leave.

### ***Reasonable Accommodation:***

- You have the right to request that the University provide reasonable accommodations to ensure you are safe at work.
- If you request an accommodation, the University will work with you to determine what changes can be made. The University may ask you for a signed statement certifying that your request is for a proper purpose, and may also request proof of your need for an accommodation. The University will protect the confidentiality of any such records you provide and will not disclose them except as required by state or federal law or as necessary to protect your safety in the workplace.

### ***Retaliation and Discrimination:***

You may not be retaliated or discriminated against because:

- You are a victim of domestic violence, sexual assault, or stalking.
- You asked for leave time to get help.
- You asked for reasonable accommodation in the workplace to make sure you are safe at work.

***You can file a complaint following the appropriate UC complaint procedure if you believe you have been subject to retaliation or discrimination. For more information, please contact your local HR or Academic Personnel Office.***