



ADMINISTRATIVE REGULATION (AR)

Domestic Violence Leave (Revised from City AR-00017)

FESSAM #7C.2

Effective: 01/01/2016

I. SCOPE:

This Administrative Regulation applies to all LFRA Regular full-time and Regular part-time employees.

II. PURPOSE:

This Administrative Regulation ensures that all LFRA employees understand and comply with the leave policy regarding domestic violence.

III. DEFINITIONS:

- Not applicable

IV. POLICY:

LFRA offers Domestic Violence leave to those employees who are victims of the following statutorily defined events:

- Domestic violence or abuse.
- Stalking.
- Sexual assault.
- A crime found by a court on the record to include an act of domestic violence.

If an employee has been the victim of one of these statutorily-defined events then he or she may request to use up to 24 working hours of leave (34 working hours of leave for Fire Shift) in any 12-month period. Employees are required to use all available vacation, floating holiday, or comp time accruals before taking unpaid leave time. LFRA's 12-month period is on a rolling calendar and begins on the first day of the employee's first day of domestic violence leave.

The leave time must be used for one or more of the following purposes in order to qualify:

- Seeking services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence.
- Seeking a civil protection order to prevent domestic abuse.
- Obtaining medical care or mental health counseling for his or herself or for his or her children to address physical or psychological injuries resulting from the act of domestic abuse, stalking, sexual assault or other crime involving domestic violence.
- Making his or her home secure from the perpetrator or seeking new housing to escape the perpetrator.
- Seeking legal assistance, attending and preparing for court-related proceedings arising from domestic violence acts



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Basis For Mandate:

- Colorado State Law, C.R.S. 24-34-402

V. PROCEDURE:

Employees must notify Human Resources of their need for leave a week in advance or as soon as practical except in cases of imminent danger to the health or safety of the employee.

The following documentation may be required for consideration of domestic violence leave:

- A police report indicating that the employee was a victim of domestic violence.
- A court order protecting or separating the employee from the perpetrator of an act of domestic violence, or other evidence from the court or prosecuting attorney that the employee appeared in court.
- Documentation from a medical professional, domestic violence advocate, health care provider, or counselor that the employee was undergoing treatment for physical or mental injuries or abuse resulting in victimization from an act of domestic violence.

LFRA will make reasonable efforts to maintain the confidentiality of all information related to an employee's leave pursuant to this policy.

Amount and Use of Leave

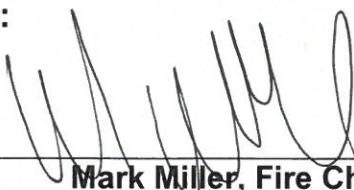
Leave under this policy shall not exceed 24 working hours (34 working hours for Fire Shift) in a 12-month period. The 12-month period will be measured forward from the date the first domestic violence leave begins.

An employee must first use available vacation, floating holiday or comp time accruals. If the employee has no paid leave available employees may take domestic violence leave unpaid.

VI. OTHER RELATED REGULATIONS & PROCEDURES:

Not applicable.

VII. LFRA FIRE CHIEF SIGNATURE:



Mark Miller, Fire Chief