

Saint Joseph's College Policy Guidebook

Human Resources

Section Name: Time Away From Work

Section Number: 9.10

Effective Date: 7/1/2020

SUBJECT: Violence Leave of Absence

Purpose:

Employees are entitled to leave to attend to needs resulting from acts of violence against themselves or their immediate family in compliance with Maine law.

Applicable to:

All Employees

Policy:

Saint Joseph's College will grant reasonable and necessary leave from work, for an employee to:

1. Prepare for and attend court proceedings;
2. Receive medical treatment or attend to medical treatment for a victim who is the employee's daughter, son, parent or spouse; or
3. Obtain necessary services to remedy a crisis caused by domestic violence, sexual assault or stalking.

The leave must be needed because the employee or the employee's daughter, son, parent or spouse/partner is a victim of violence, assault, sexual assaults, stalking or any act that would support an order for protection under Maine's protection from domestic abuse law.

Saint Joseph's College will delay or deny a request for a leave if:

1. The employer would sustain undue hardship from the employee's absence;
2. The request for leave is not communicated to the employer within a reasonable time under the circumstances; or
3. The requested leave is impractical, unreasonable or unnecessary based on the facts then made known to the employer.

Saint Joseph's College will not sanction an employee or deprive an employee of pay or benefits for exercising a right granted by this section.

Saint Joseph's College does require the employee to use Earned Time for time away from work.

Procedure:

Arrangements for length of time, continuation of benefits and reallocation of workload will be made through Human Resources to accommodate the specific circumstances.