

Pursuant with Florida statutes, the university will provide up to three days of leave from work in any twelve month period for employees if the employee or a family or household member of the employee is the victim of domestic violence.

Domestic violence is defined as any assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, false imprisonment, or any criminal offense resulting in physical injury or death of one family or household member by another family or household member. This leave entitlement took effect on July 1, 2007, and as of July 1, 2008, the law was amended to include sexual violence.

For an employee on a 1.0 FTE appointment, working 40 hours per week, the maximum leave entitlement under this procedure is 24 hours. For employees with less than 1.0 FTE appointment, the leave entitlement under this procedure will be prorated. To be eligible, an employee must have three months of USF employment.

Employees must use accrued leave (annual and/or sick leave), compensatory or personal holiday to remain in a paid status. If, however, an employee does not have sufficient accrued leave, the time allowed under this procedure will be approved without pay.

Notification and Documentation - Except in cases of imminent danger to the health or safety of the employee, or to the health or safety of a family or household member, an employee seeking leave from work should provide appropriate notice of the leave along with sufficient documentation of the act of domestic violence in advance of the leave.

If in a situation potentially meeting the requirements of Domestic Violence Leave, the employee should contact the supervisor as soon as possible. When made aware of the need for this type of leave the supervisor or other appropriate administrator should contact the Division of Human Resources Employee Relations (ER) for approval of this type of leave.

Acceptable documentation may take the form of copies of a restraining order(s) or other injunction documents, medical or mental health information demonstrating the provision of services (including victim services organizations), utilization of housing or legal assistance, and the like. Documentation will be reviewed and assessed on a case-by-case basis to ensure compliance with the leave's intent and administration.

Confidentiality, Coercion, and Retaliation - All documents related to the employee's leave are to be kept confidential to the extent permissible by law. Any documentation used in the request or substantiation of the leave must be forwarded to ER. No copies should be retained in the department.

Further, the university may not interfere with, restrain, or deny an attempt by an employee to exercise any rights provided under this leave entitlement. Similarly, the university may not discharge, demote, suspend, retaliate, or in any other manner discriminate against an employee for exercising his or her rights under this section.

Additional University Resources

- The Advocacy Program assists any member of the USF community who has experienced violence, abuse or trauma. Professionally certified victim services practitioners provide free and confidential services to the USF community as needed, even if the offense occurred off-campus. The Advocacy Program offers a Victim Helpline at (813) 974-5757.
- The Employee Assistance Program (EAP) is a service program designed to assist employees with personal, family or workplace concerns including crisis intervention, psychological counseling, and information/referral services. Call (800) 327-8705 to make an appointment.