



Nassau County School Board Domestic / Sexual Violence Leave Procedures and Information For Employees

Nassau Teachers' Association Contract (NTA): Article XIV – LEAVES – D
Nassau Educational Support Personnel Association (NESPA): Article VI – LEAVES – 3
Florida Statutes 741.28 (2), 741.313 (1) (a) (e), and 784.046

All documentation related to Domestic / Sexual Violence Leave is confidential and not subject to public record and is therefore exempt from disclosure pursuant to Chapter 119 FS.

All information and documentation regarding this leave and process is completely confidential and must be held in strict confidence between the employee and the administrator.

All requests for this leave must be made directly to the Principal, Assistant Principal or Supervisor and should not be discussed with any other staff person.

- Employees are entitled to three (3) working days of paid leave from work per school year.
- Employees must provide 2 school days (NTA) or 24 hours (NESPA) advance notice when requesting this leave, except in the cases of imminent danger to the health or safety of the employee, a family member or a household member.
- Employees must be full time and must have been employed for at least three (3) consecutive months to take advantage of this leave.
- Employees seeking leave under this provision must, before receiving the leave, exhaust all annual or vacation leave, personal leave, and sick leave.

The leave can be requested for reasons as listed below. In order to request this leave, employees must complete a Certificate of Absence (Green Sheet) and a Request for Domestic / Sexual Violence Leave Form. Requests must ONLY be submitted to the Principal, Assistant Principal, or Supervisor who will instruct the employee on how to complete the green sheet.

- To seek an injunction for protection against domestic violence or an injunction for protection in cases of repeat violence, dating violence, or sexual violence;
- To obtain medical care or mental health counseling, or both, for the employee or a family or household member to address physical or psychological injuries resulting from the act of domestic violence or sexual violence;
- To obtain services from a victim-services organization, including, but not limited to, a domestic violence shelter or program or a rape crisis center as a result of the act of domestic violence or sexual violence;
- To make the employee's home secure from the perpetrator of the domestic violence or sexual violence or to seek new housing to escape the perpetrator; or
- To seek legal assistance in addressing issues arising from the act of domestic violence or sexual violence or to attend and prepare for court related proceedings arising from the act of domestic violence or sexual violence.

In addition to completing the Green Sheet and the Request for Domestic / Sexual Violence Leave Form, employees should submit one or more pieces of documentation as listed below. This list is not all inclusive, and employees may choose to submit other forms of appropriate documentation as approved by the Administrator.

- Copy of Injunction
- Arrest Report
- A Generic Doctor's Note
- A Generic Counselor's Note
- Letter from a Lawyer



Prepared and Distributed by the Personnel Department on 3-31-2009. For more complete information, review the NTA or NESPA Contracts as referenced above. Questions may also be directed to the Director of Personnel Services.

**Nassau County School Board
Domestic / Sexual Violence Leave Form**

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All requests for this leave must be made directly to the Principal, Assistant Principal or Supervisor and should not be discussed with any other staff person.

Print Name: _____ Employee I.D. #: _____

Position: _____ Official Headquarters: _____

I am requesting Domestic / Sexual Violence Leave for the reason (s) as checked below:

_____ To seek an injunction for protection against domestic violence or an injunction for protection in cases of repeat violence, dating violence, or sexual violence;

_____ To obtain medical care or mental health counseling, or both, for the employee or a family or household member to address physical or psychological injuries resulting from the act of domestic violence or sexual violence;

_____ To obtain services from a victim-services organization, including, but not limited to, a domestic violence shelter or program or a rape crisis center as a result of the act of domestic violence or sexual violence;

_____ To make the employee's home secure from the perpetrator of the domestic violence or sexual violence or to seek new housing to escape the perpetrator; or

_____ To seek legal assistance in addressing issues arising from the act of domestic violence or sexual violence or to attend and prepare for court related proceedings arising from the act of domestic violence or sexual violence.

List Supporting Documentation Attached: _____

I hereby certify that the above is a true and correct statement. I further understand that falsifying information on this form may subject me to disciplinary action.

Signature of Employee: _____ Date: _____

Signature of Approving Administrator: _____ Date: _____

This form must be submitted along with the Green Sheet and any other supporting documentation to the Administrator or Supervisor.