



Title: **Staff Victim Leave**

Code: GBGL

Section: Section G: Personnel Policies

Any staff member with allotted staff leave may take staff leave for any of the following purposes related to domestic abuse, sexual assault, or harassment:

1. to seek medical attention for the staff member or the staff member's family member to recover from a mental or physical illness, injury, or health condition;
2. to obtain services from a victim services organization;
3. to obtain mental health or other counseling;
4. to seek relocation; or
5. to seek legal services, including preparation for or participation in a civil or criminal proceeding.

For the purpose of using staff leave to take victim leave, the term "family member" means a member of the staff member's immediate family (a person who is related by blood, marriage, civil union, or adoption), a child to whom the staff member stands in loco parentis or a person who stood in loco parentis to the staff member when the staff member was a minor, or a person for whom the staff member is responsible for providing or arranging health- or safety-related care. Exceptions may be made by the superintendent or designee.

When applying allotted staff leave to take victim leave, the following crimes/actions are as defined in state law:

1. domestic abuse
2. harassment
3. sexual assault
4. any other crime where a court finds that the underlying factual basis includes an act of domestic violence

Staff Victim Leave taken by using allotted staff leave will follow the provisions outlined in administrative policy GBC - Staff Member Leave.

Any staff member who has been employed with the District for at least 12 months and is the victim of certain crimes/actions (listed below) may request and will be granted up to three working days of leave during any 12-month period of their unused, allotted staff leave for any of the following purposes:

1. to seek a civil restraining order to prevent domestic abuse as it is defined in state law
2. to obtain medical care or mental health counseling or both for the staff member or the staff member's or her children to address related physical or psychological injuries
3. to make the staff member's or her home secure from the perpetrator or to seek new housing to escape from the perpetrator
4. to seek legal assistance to address related issues and attend and prepare for court-related proceedings

Except in cases of imminent danger to the health or safety of the staff member, a staff member seeking victim leave must provide as much advance notice to the District as possible, as well as appropriate documentation requested by the staff member's supervisor.

In the absence of unused, allotted staff leave, the staff member's victim leave will be unpaid.

All information related to the staff member's leave must be kept confidential and copies of any related documents retained by the district must be marked confidential and stored in a secure location separate from routine personnel documents.

This leave applies to the following crimes/actions as defined in state law:

1. domestic abuse
2. harassment
3. sexual assault
4. any other crime where a court finds that the underlying factual basis includes an act of domestic violence

Adopted: January 1, 2021

Revised: July 1, 2023

Legal Refs:

C.R.S. 2-4-401 (definition of immediate family)

C.R.S. 8-13.3-401 et seq. (Healthy Families and Workplaces Act)

C.R.S. 24-34-402.7 (unlawful action against employees seeking protection)

Cross Refs:

GBC – Staff Member Time Off and Leave

Adopted: **January 01, 2021**

Last Revised: **July 01, 2023**

Attachments

[GBGL_StaffVictimLeave.pdf](#)