



Domestic Violence Leave Policy # 1710.103

INITIAL EFFECTIVE DATE: November 20, 2009	LAST REVISION DATE: May 7, 2025	RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT Division of Human Resources Employee & Labor Relations
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POLICY STATEMENT

The University will provide up to 3 days of unpaid or paid leave (the leave may be paid if the employee has accumulated leave) in a twelve-month period if the employee or a family or household member is a victim of domestic violence. The fiscal year of July 1 to June 30 will be considered the 12-month period.

The employee must provide the University with at least 48 hours advance notice of the employee's intention to take the leave unless providing such notice is not practicable. Employees must utilize the Leave of Absence Request form to request leave under this policy.

The University will require the employee to provide documentation or certification that the employee or the employee's family or household member is a victim of domestic violence, and the leave is for one of the purposes stated in policy. The employee must provide such documentation or certification within 15 calendar days of the event. Completing the Leave of Absence Request form initiates the process, and the employee shall provide:

1. Documentation from an employee, agent, or volunteer of a victim service organization, an attorney, a member of the clergy, or a medical or other professional from whom the employee or the employee's family or household member has sought assistance in addressing domestic violence.
2. A police or court record: or
3. Other corroborating evidence.

SCOPE

This policy is applicable to all faculty and staff who have worked for the university for at least three months or longer prior to requesting the Domestic Violence Leave.



REASON FOR POLICY

Ensure compliance with Florida Statute 741.313 and to administer the domestic violence leave when requested by the eligible faculty or staff.

DEFINITIONS

TERM	DEFINITIONS
Domestic Violence	Means 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 (Florida Statute 741.28(2)).
Family or household member	Means spouses, former spouses, persons related by blood or marriage, persons who are presently residing together as if a family or who have resided together in the past as if a family, and persons who are parents of a child in common regardless of whether they have been married. Except for persons who have a child in common, the family or household members must be currently residing or have in the past resided together in the same single dwelling unit (Florida Statute 741.28(3)).

ROLES AND RESPONSIBILITIES

Affected faculty and staff will be responsible for requesting leave and following the steps as outlined in the Domestic Leave Procedures 1710.103a.

The Office of Employee Assistance will provide confidential assistance if requested. You can request confidential appointment at oea@fiu.edu

RELATED RESOURCES

Florida Statute 741.313

CONTACTS



Florida International University
Division of Human Resources
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236 Miami, FL 33199
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4186 email:
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HISTORY

Initial Effective Date: Florida Law, s. 741.313 became effective July 1, 2007. Effective date: November 20, 2009.

Review Dates (*review performed, no updates*): N/ A

Revision Dates (*updates made to document*): July 26, 2024; May 7, 2025.