	Personal Safety Leave Policy	Responsible Administrative Unit: Administration & Operations
	Issued: August 5, 2016 Revised:	Policy Contact: Associate Vice President Human Resources Mdougher@mines.edu

1.0 BACKGROUND AND PURPOSE

Colorado School of Mines (Mines) provides Personal Safety Leaves of Absence for employees who need time away from work to address issues associated with domestic violence in accordance with Colorado Revised Statutes § 24-34-402.7. Personal Safety Leaves of Absence are available to employees who have experienced domestic violence, domestic abuse, dating violence, dating abuse, stalking, sexual assault, or any other crime that is defined as an act of domestic violence within the State of Colorado. For purposes of this policy, these criminal acts will be collectively referred to as Domestic Violence.

2.0 POLICY

Any employee experiencing Domestic Violence is able to request and take Personal Safety Leave in accordance with the procedures of this policy.


3.0 PROCEDURES

3.1 **Eligibility.** Due to the serious nature of Domestic Violence, there is no required prior period of employment before an employee may use Personal Safety Leave.

3.2 **Amount of Leave.** Employees may take up to three (3) working days of Personal Safety Leave in any 12-month period. In cases where additional leave may be required to ensure the health and safety of the employee and/or their children, the employee may request additional Personal Safety Leave.

3.3 **Notice.** Mines always encourages employees to prioritize the health and safety of the employee and/or their children and recognizes that in many circumstances, employees may not be able to provide any advance notice of their need for Personal Safety Leave. In such cases, Personal Safety Leave will be designated retroactively once the employee returns to work.

3.3 **Requests.** Employees must contact their direct supervisor, their department head, or the Title IX and Equity Compliance office to request Personal Safety Leave. In all cases, the person who has received the leave request will notify the Human Resources office of the Personal Safety Leave. Mines requires appropriate documentation for Personal Safety Leave. Such documentation includes, but is not limited to, police reports, court orders, confirmation of court appearances, or documentation from medical and other professionals.

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3.4 **Leave.** Personal Safety Leave is unpaid, although employees may use Sick Leave or Annual Leave. Employees can only use the leave to:

- A. Petition for a temporary or permanent civil protection order to prevent future acts of Domestic Violence;
- B. Obtain medical care or mental health counseling for the employee or for the employee's children to address physical or psychological injuries resulting from the Domestic Violence;
- C. Make his or her home secure from the perpetrator;
- D. Seek new housing; and/or
- E. Seek legal assistance, attend, and prepare for court-related proceedings arising from Domestic Violence.

3.5 **Intermittent Leave.** Personal Safety Leave may be taken intermittently. The 12-month period will be measured forward from the date the first Personal Safety Leave period begins.

3.6 **Confidentiality.** All information and documents related to the employee's Personal Safety Leave will be kept confidential.

4.0 **HISTORY & REVIEW CYCLE**

This policy was promulgated August 2016. The policy will be reviewed at least every two (2) years.