

### Leave Related to Victims of Domestic Violence

MHLS will provide time off to an employee who has been the victim of domestic violence or parents of children who are victims of domestic violence to seek any relief, including, but not limited to, a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of the victim or his or her child. This includes time off for court proceedings, services from a domestic violence shelter, program or rape crisis center, counseling, medical attention, and participation in safety planning programs, and to obtain legal services in relation to domestic violence, assist in the prosecution of a domestic violence offense, or to appear in court in relation to incidents of domestic violence.

MHLS requires reasonable advance notice of the leave when feasible. If time off is taken due to an emergency, the employee must, within 15 days of the absence, provide MHLS with certification of the need for the leave such as a police report, court order, documentation from a healthcare provider, victims advocate, or counselor.

Employees granted leave due to domestic violence are required to use paid leave when available. Any absence that cannot be charged to paid leave will be treated as unpaid leave.

MHLS prohibits discrimination, discharge, or retaliation against an employee for taking time off or requesting an accommodation under this policy, based on the employee's status as a victim of domestic violence, sexual assault, and/or stalking.