

# Local Procedure 2.210: Absence from Work

## Victims of Qualifying Acts of Violence

April 2026

### Summary

This procedure outlines the Victim of Qualifying Acts of Violence Leave policy as defined in the [University of California's PPSM-2.210: Absence from Work](#) policy. This local procedure including available leave and reasonable accommodation, for an employee who is a victim of a qualifying act of violence or who has a family member who is a victim of a qualifying act of violence.

### Related Policies and References

1. University of California, Riverside (UCR) Abusive Conduct in the Workplace Procedure - <https://policyking.ucr.edu/home/policy/68f017f249e80c16f21cf7a5>
2. Academic Personnel Manual - APM - 758-5 - <https://www.ucop.edu/academic-personnel-programs/files/apm/apm-758.pdf>
3. Personnel Policy-2.210: Absence from Work - <https://policy.ucop.edu/doc/4010406>
4. Sexual Violence and Sexual Harassment (SVSH) Policy - <https://policy.ucop.edu/doc/4000385>
5. Workplace Violence Prevention Plan - <https://workplaceviolence.ucr.edu/>

### Definitions

- **Campus Advocacy, Resources & Education (CARE):** The UCR CARE Office is dedicated to ending sexual violence and providing support to students, faculty, and staff. They offer confidential support, advocacy, and educational resources related to sexual assault and relationship violence.
- **Qualifying Act of Violence:** For purposes of sick leave and Victim Leave, a “qualifying act of violence” means any of the following, regardless of whether anyone is arrested for, prosecuted for, or convicted of committing any crime:

domestic violence; sexual assault; stalking; or an act, conduct, or pattern of conduct that includes (i) bodily injury or death to another; (ii) brandishing, exhibiting, or drawing a firearm or other dangerous weapon; or (iii) a perceived or actual threat to use force against another to cause physical injury or death.

- **Designated person for purposes of FML:** Any individual related by blood or whose association with the employee is the equivalent of a family relationship. The employee may identify the designated person at the time the employee requests the leave, and employees are limited to one designated person per calendar year for FML purposes.
- **Designated person for purposes of sick leave, Victim Leave, and Leave to Attend Crime-Related Judicial Proceedings:** A person identified by the employee at the time the employee requests the leave. Employees are limited to one designated person per calendar year for each purpose.
- **Family members:** Except for purposes of FML, an employee's spouse, domestic partner, children regardless of age or dependency status (including children of the employee's domestic partner), parents, siblings, grandparents, and grandchildren. Step relatives, in-laws, and relatives by adoption are included on the same basis as the above-listed blood relatives. "Parent" also includes a foster parent or legal guardian of an employee or the employee's spouse or domestic partner or a person who stood in place of a parent (in loco parentis) when the employee was a minor child. Likewise, "child" also includes a foster child, legal ward, or a child to whom the employee stands in place of a parent (in loco parentis). For the purposes of sick leave, Victim Leave, and Leave to Attend Crime-Related Judicial Proceedings, "family members" also include designated persons.
- **Family members for purposes of FML:** An employee's spouse, domestic partner, designated person, children regardless of age or dependency status (including children of the employee's domestic partner), parents, parents-in-law, grandparents, grandchildren, and siblings. Step-relatives and relatives by virtue of adoption, foster care, and legal ward/legal guardian relationships are included on the same basis as the above-listed blood relatives. "In loco parentis" relationships also qualify, which means that (a) "parent" includes a person who had day-to-day responsibilities to care for the employee or financially supported the employee when the employee was a child, and (b) "child" includes a person for whom the employee has day-to-day responsibilities to care for the child or

financially supports the child. In-laws other than parents-in-law are not included unless the employee identifies the in-law as a designated person.

## **Policy**

An employee who is a victim of a qualifying act of violence, or who has a family member who has experienced a qualifying act of violence, is entitled to leave and accommodations as described in PPSM 2.210 and this procedure.

### **A. Leave Reason and Options**

An employee who is a victim of a qualifying act of violence or who has a family member who is a victim of a qualifying act of violence may take leave to:

- Obtain or attempt to obtain any relief for the family member, 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 family member of the victim;
- Seek, obtain, or assist a family member to seek or obtain:
  - medical attention for or to recover from injuries caused by a qualifying act of violence;
  - psychological counseling or mental health services related to an experience of a qualifying act of violence;
- Participate in safety planning or take other actions to increase safety from future qualifying acts of violence;
- Relocate or engage in the process of securing a new residence due to the qualifying act of violence, including, but not limited to, securing temporary or permanent housing or enrolling children in a new school or child care.
- Provide care for a family member who is recovering from injuries caused by a qualifying act of violence;
- Seek, obtain, or assist a family member to seek or obtain civil or criminal legal services in relation to the qualifying act of violence.
- Prepare for, participate in, or attend any civil, administrative, or criminal legal proceeding related to the qualifying act of violence; and/or
- Seek, obtain, or provide child care or care to a care-dependent adult if the child care or care is necessary to ensure the safety of the child or dependent adult as a result of the qualifying act of violence.

### **B. Duration**

An employee who is the victim of a qualifying act of violence or the family member of a deceased victim of violence, may take up to twelve (12) weeks of

unpaid leave within a 12-month period for qualifying purposes described in this procedure.

An employee who is a family member of a living victim of violence but is not a victim, may take up to 10 days off work for these reasons, with the exception of relocation, for which an employee may take up to five (5) days.

Leave may be taken intermittently, in block leave or as a reduced schedule.

**C. Advance Notice Requirement**

Employees must provide reasonable advance notice of their intention to take leave, unless advance notice is not feasible.

**D. Reasonable Accommodations**

The university will provide reasonable accommodation(s) to an employee who is a victim of a qualifying act of violence or whose family member is a victim of a qualifying act of violence who requests an accommodation for their safety while at work. Such requests should be directed by the employee to an appropriate representative of the university, such as the CARE Office (for situations involving sexual violence), the employee's immediate supervisor or the unit head, department leave coordinator or department Human Resources, or the Office of Civil Rights (particularly for employees participating in a complaint resolution process through the Office of Civil Rights or who have experienced domestic violence, sexual assault or stalking covered by the SVSH Policy).

The university will designate an accommodation coordinator for the employee and will engage in a timely, good faith, and interactive process to determine effective reasonable accommodation. In determining whether the accommodation is reasonable, any exigent circumstance or danger facing the employee or their family member will be considered. If the accommodation request relates to a matter being addressed under the SVSH Policy, the interactive process will comply with that Policy and the applicable investigation and adjudication framework.

If circumstances change and the employee needs a new accommodation or no longer needs any accommodation, the employee shall contact the accommodation coordinator or their department leave coordinator.

**E. Certification of Need for Leave and/or Reasonable Accommodation**

No action will be taken against an employee for an unscheduled absence if certification is provided by the employee within a reasonable amount of time after the absence. If the employee elects to use sick leave during this leave, certification will only be requested if appropriate.

Certification for leave or accommodation will be sufficient in any of the following forms:

- A police report indicating that the employee or a family member of the employee was a victim.
- A court order protecting or separating the employee or a family member of the employee from the perpetrator of the qualifying act of violence, or other evidence from the court or prosecuting attorney that the employee or the family member of the employee has appeared in court.
- Documentation from a licensed medical professional, domestic violence counselor, sexual assault counselor, victim advocate, licensed health care provider, or counselor, including from a staff member in the UCR CARE Office, that the employee or a family member of the employee was undergoing treatment or seeking or receiving services directly related to the qualifying act of violence.
- Any other form of documentation that reasonably verifies that the qualifying act of violence occurred, including, but not limited to, a written statement signed by the employee (or an individual acting on the employee's behalf).

#### **F. Leave to Attend Crime-Related Judicial Proceedings**

An employee who is a victim of a crime, or who has a family member who is a victim of a crime may take unpaid leave to attend judicial proceedings related to that crime. UCR employees must provide reasonable advance notice if feasible.

Note: The CARE Office also provides court accompaniment when requested by the employee.

#### **G. Compensation**

The University does not provide paid leave specifically for this purpose , but employees may elect to substitute any available vacation, sick leave, and/or compensatory time off for unpaid leave.

Additionally, the CARE Office provides resources to help employees obtain financial assistance.

#### **H. Confidentiality and Required Internal Reporting**

The university will maintain the confidentiality of any employee requesting leave for these purposes to the extent allowed by law.

A supervisor, HR professional, or other UCR employee who is informed of the act of violence is responsible for determining whether it is reportable under the SVSH Policy, Prevention of Violence in the Workplace Policy, Whistleblower Policy, or Abusive Conduct Policy, and making any required report.

## **Process for Requesting a Leave or an Accommodation**

### **A. Employee**

- For requests arising from stalking, sexual assault, or domestic violence, the employee may receive leave through UCR Campus Advocacy, Resources, and Education (CARE) in a confidential process that will not involve disclosure to of the reasons of the leave to the supervisor nor reporting to UCR's Office of Civil Rights .
- For requests arising from stalking, sexual assault, or domestic violence covered by the SVSH Policy, the employee may request leave through the Office of Civil Rights.
- In all cases, the employee may contact the department HR Leave Coordinator about their need for a leave under this policy.
- The employee must provide certification of the leave and/or reasonable accommodation to the department HR CARE, OCR, or Leave Coordinator for the leave to be approved.
- Every six (6) months, a re-certification will be required. Employees must provide that certification to the department HR Leave Coordinator.

### **B. CARE Office (Confidential Space for Staff, Faculty, and Students Impacted by Sexual Violence or Harassment)**

- Confidential intake with the employee.
- Providing the necessary information to the appropriate HR department leave coordinator and/or supervisor, if a leave of absence is requested or needed.
- Working with UCPD to assist with restraining orders, and escort services to cars.

- Working with Title IX to relocate parking, office space, etc.

### **C. Department HR Leave Coordinator**

The department HR leave coordinator is responsible for:

- Notifying the employee of their rights under this policy.
- Referring the employee to the CAREoffice for additional services if applicable.
- Making mandatory reports.
- Identifying the type of leave reason and/or options for the employee.
- Collecting a certification or confirmation of certification from CARE.
  - UCR may also require a certification from the employee that demonstrated the employee's status, or the employee's family member's status, as a victim of a qualifying act of violence.
  - Any of the documents identified in the certification section of this document will be sufficient certification. Including documentation from the UCR CARE office.
  - Victim leave may run concurrently with other types of leaves, such as FML.
- Maintaining reasonable confidentiality of the employee's information, and will notify the employee before any authorized disclosure is made.
  - If the employee goes through the CARE office, confidentiality will be further maintained.
  - The CARE office will provide only the necessary information for the employee's leave.
- Documenting the leave, notifying the employee's supervisor that the employee will be out on a protected leave, contacting the Disability Management Office, and the CARE office, when deemed necessary.
- Recertifying the leave every six (6) months after the date of the previous certification.

Note: If an employee is summoned by subpoena or other court order to appear in court as a witness, the employee may also have rights under PPSM 2.210 under

Witness Duty. The CARE office also provides court accompaniment when requested by the employee. Please refer to that section of the policy for further information and/or guidance.

## Resources

- CARE - <https://care.ucr.edu/>
  - The program can assist with childcare and victim advocacy.
- EH&S Disability Management - [disabilitymanagement@ucr.edu](mailto:disabilitymanagement@ucr.edu)
- EH&S Website for Disability Management Services - <https://workerscomp.ucr.edu/disability-management>
- Financial Assistance for Victims - <https://victims.ca.gov/>
- Threat Assessment Consultation Team (TACT) - [hws.ucr.edu/tact](https://hws.ucr.edu/tact)
- UCR Office of Civil Rights (Title IX) - <https://titleix.ucr.edu/>
- UCPD - <https://police.ucr.edu/>
- UC Survivors of Violence and Family Members of Victims Right to Time Off Notice - <https://ucnet.universityofcalifornia.edu/wp-content/uploads/2026/01/UC-Survivors-Right-to-Time-Off-Notice.pdf>

## Frequently Asked Questions

**Q1. What might be provided as a reasonable accommodation for an employee who is a victim or whose family member is a victim of a qualifying act of violence?**

**A1. Answer:** Reasonable accommodations for an employee who requests an accommodation for their safety while at work depend on the nature of the risk to the employee, the accessibility of their workplace to threats, the impact of potential accommodations on other employees and campus safety, and other factors. Possible accommodations include:

- Safety measures such as a transfer, reassignment, modified schedule, changed work telephone, permission to carry a telephone at work, changed work station, or installed lock or other physical safety precautions;
- Assistance in documenting domestic violence, sexual assault, stalking, or another qualifying act of violence that occurs in the workplace;

- Another adjustment to a job structure, workplace facility, or work requirement i; or
- Referral to a victim assistance organization.

It would not include any accommodation that would constitute an undue hardship on the university.

**Q2. What should a supervisor do if an employee indicates they may need leave or workplace accommodations due to violence, stalking, or abuse?**

**A2.** Supervisors should avoid requesting detailed personal information. Employees are not required to reference a specific policy or use the term “qualifying act of violence” when requesting leave or workplace accommodations. If an employee indicates that they or a family member have experienced violence, stalking, abuse, or related circumstances affecting their ability to work or their safety, supervisors should refer the employee to their department HR Leave Coordinator or the CARE Office for guidance.

**Q3. Are employees protected from retaliation for requesting leave or accommodations under this procedure?**

**A3.** Yes. The university prohibits retaliation against employees who request or take leave or workplace accommodations under this procedure.