I. Purpose/Introduction/Rationale

Rollins College seeks to create a safe and supportive work environment in which employees feel comfortable seeking workplace assistance for domestic violence concerns.

II. Definition

Domestic violence, as defined for this policy, is any physically, sexually, and/or psychologically abusive behavior that a household member or dating partner uses to establish and maintain control over another person. Such behavior can be violent or threaten violence and may result in physical or emotional harm or otherwise place a person’s safety and productivity at risk. Domestic violence is a serious problem that affects people from all walks of life. It can adversely affect the well-being and productivity of employees who are victims, as well as their co-workers.

III. Procedure or Application

A. Responsibilities of Supervisors and Managers

1. Rollins College does not tolerate domestic violence in the workplace, including offices, work sites, vehicles, field locations or other locations where College business is conducted. Domestic violence perpetrators may be removed from the premises and may be subject to trespass, arrest and/or criminal prosecution. Employees who engage in domestic violence in the workplace, or who use College facilities, property or resources to engage in domestic violence are subject to disciplinary action, including termination of employment.

2. The College is committed to working with employees who are victims of domestic violence to prevent abuse and harassment from occurring in the workplace and to reduce its impact on employee well-being and productivity. No employee will be penalized or disciplined solely for being a victim of harassment in the workplace.

3. Employees who are victims of domestic violence are expected to cooperate with the College in instituting approaches to create a safe working environment for them, as well as their co-workers.

B. Implementation

1. In accordance with the Florida law, Rollins College provides leave to victims of domestic violence to take time off for the following covered reasons:
   a. To seek an injunction for protection against domestic violence or an injunction for protection in cases of repeat violence, dating violence, or sexual violence;
   b. To obtain medical care or mental health counseling, or both, for the employee or a family or household member to address physical or psychological injuries resulting from an act of domestic violence;
c. To obtain services from a victim-services organization, including but not limited to: a domestic violence shelter or program or a rape crisis center as a result of the act of domestic violence;
d. To make the employee's home secure from the perpetrator of the domestic violence or to seek new housing to escape the perpetrator; or
e. To seek legal assistance to address issues arising from the act of domestic violence or to attend and prepare for court-related proceedings arising from the act of domestic violence.

2. Except in cases of imminent danger to the health or safety of you or your family or household member, you must provide at least 48-hour notice of the need for leave along with sufficient documentation of the act of domestic violence.

3. Employees may be granted up to three (3) days of unpaid leave in any twelve (12) month period if the employee or a family or household member of an employee is the victim of domestic violence. Upon request, employees will be permitted to use accrued PTO, if available, during such leave.

4. All Rollins College employees need to take seriously the problem of domestic violence and its effect in the workplace. Rollins College will take all reasonable measures to foster a safe working environment for all employees and other members of the College community. You may also contact The Florida Department of Children and Families Domestic Violence Hotline: 1-800-500-1119 or visit their website: http://www.dcf.state.fl.us/domesticviolence/.

**IV. Related Policies or Applicable Publications**
See also: Paid Time Off (PTO) Policy

**V. Appendices/Supplemental Materials**
N/A

**VI. Rationale for Revision**
N/A