



**CHAPTER: Leave Benefits**

**SUBJECT: "Safe At Home" Law**

**POLICY NUMBER: 4.712**

**PAGES: 2**

**RELATED POLICIES: ENABLING RESOLUTION: REVISION DATE(S):**  
**267-2007 269-2007**

**DEPARTMENT OF PRIMARY RESPONSIBILITY: HUMAN RESOURCES**

**SPECIAL NOTES: This Policy/Procedures Manual does not in any way constitute an employment contract. Sedgwick County reserves the right to amend this Manual at any time subject only to approval by the Board of County Commissioners and the Governing Body of Sedgwick County Fire District Number One.**

## **I. Purpose**

The purpose of this policy is to affirm Sedgwick County's commitment to compliance with the State of Kansas "Safe At Home" program.

## **II. Policy**

- A. Sedgwick County shall accept the confidential address provided by the State of Kansas for employees who are certified as program participants in the State of Kansas Safe At Home program. The confidential address may be substituted for the employee's home address. The employee may also use the confidential address as the address of his/her employer.
- B. Sedgwick County shall not discharge, discriminate or retaliate against any employee who is a victim of domestic violence or a victim of sexual assault for taking time off from work to:
  - 1. obtain a restraining order or other injunctive relief to help ensure the health, safety or welfare of the victim or the victim's child or children;
  - 2. seek medical attention for injuries caused by domestic violence or sexual assault;
  - 3. obtain services from a domestic violence shelter, domestic violence program or rape crisis center as a result of domestic violence or sexual assault;
  - 4. attend court appearances in the aftermath of domestic violence or sexual assault.
- C. When an unscheduled absence occurs, Sedgwick County shall not take any disciplinary action against the employee if, within 48 hours after the beginning of the unscheduled absence, the employee provides appropriate documentation of the reason for the absence to the employer. See section III. B. for a listing of documentation.
- D. An employee of Sedgwick County may use any accrued paid leave (or, if paid leave is unavailable to the employee, unpaid leave), not to exceed a total leave of eight (8) days per calendar year as time off for these purposes as specified in B. 1. – 4. above.

### **III. Procedures**

- A. Program participants shall provide to Sedgwick County documentation demonstrating evidence that they are a certified participant of the State of Kansas Safe at Home program. Sedgwick County shall accept the confidential address provided by the State of Kansas.
- B. When feasible, an employee shall request time off in advance for purposes listed in II. B. 1-4. Within 48 hours after returning from the requested time off, or in cases of unscheduled absences, within 48 hours of the absence, the employee shall provide documentation of the reason for the absence which may include but is not limited to:
  - 1. a police report indicating that the employee was a victim of domestic violence or sexual assault;
  - 2. a court order protecting or separating the employee from the perpetrator of an act of domestic violence or sexual assault or other evidence from the court or prosecuting attorney that the employee has appeared in court;
  - 3. documentation from a medical professional, domestic violence advocate or advocate for victims of sexual assault, health care provider or counselor that the employee was undergoing treatment for physical or mental injuries or abuse resulting in victimization from an act of domestic violence or sexual assault.
- C. Employees may use any accrued paid leave (or, if paid leave is unavailable to the employee, unpaid leave), not to exceed a total leave of eight (8) days per calendar year as time off for the purposes specified in section II B. 1-4. It should be recorded on the timesheet using the appropriate absence code.
- D. To the extent allowed by law, the employer shall maintain the confidentiality of any employee requesting leave under the qualified situations listed in this policy. Supporting documentation shall also be treated as confidential.