

**POLICY RELATING TO PERSONNEL MANAGEMENT****DOMESTIC VIOLENCE LEAVE POLICY**

As described in M.G.L. Chapter 149, Section 52E, it shall be the policy of the Wachusett Regional School District to permit an employee to take up to 15 days of domestic violence leave from work in any 12 month period to address issues directly related to the domestic violence. In order to be eligible for said leave:

- (i) the employee, or a family member of the employee, must be a victim of abusive behavior;
- (ii) the employee must be using the leave from work to seek or obtain medical attention, counseling, victim services or legal assistance; secure housing; obtain a protective order from court; appear in court or before a grand jury; meet with a District Attorney or other law enforcement official, or attend child custody proceedings, or address other issues directly related to the abusive behavior against the employee or family member of the employee; and
- (iii) the employee must not be the perpetrator of the abusive behavior against such employee's family member.

The 15 days of domestic violence leave from work shall be unpaid; however, the employee seeking such leave may use all accrued leave (vacation leave, personal leave, and sick leave) available to the employee to remain in paid status during this leave. If all sources of paid leave are exhausted prior to the end of the 15 days of domestic violence leave, the remaining days of leave may be paid at the discretion of the Superintendent.

The Superintendent shall ensure that notice is provided to all employees by appropriately amending the District's employee handbooks, by whatever title they may be known, or by direct notice about the Domestic Violence Law and securing the employees signature acknowledging receipt of the handbook/notice. The Superintendent shall be responsible for notifying all current employees, unless they have been notified through the handbook, of this policy in a manner that he/she deems appropriate.

Legal Reference: M.G.L. 149:52E; Section 10 Chapter 260 of the Acts of 2014

First Reading: 10/20/15  
Second Reading: 11/16/15

WRDSC Policy 5236