

**Southern Oregon University**  
**Procedure for Using Leave Because of Domestic Abuse, Sexual Assault or Stalking**

Under ORS Chapter 659A.270, eligible SOU employees are permitted to take reasonable leave for the following purposes:

1. To seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee or the employee's minor child or dependent, including preparing for and participating in protective order proceedings or other civil or criminal legal proceedings related to domestic violence, sexual assault or stalking;
2. To seek medical treatment for or to recover from injuries caused by domestic violence or sexual assault to or stalking of the eligible employee or the employee's minor child or dependent;
3. To obtain, or to assist a minor child or dependent in obtaining, counseling from a licensed mental health professional related to an experience of domestic violence, sexual assault or stalking;
4. To obtain services from a victim services provider for the eligible employee or the employee's minor child or dependent;
5. To relocate or take steps to secure an existing home to ensure the health and safety of the eligible employee or the employee's minor child or dependent.

An "eligible employee" is one who has worked an average of more than 25 hours per week for SOU for at least 180 days immediately before the date the employee takes leave and is a victim of domestic violence, sexual assault or stalking or is the parent or guardian of a minor child or dependent who is a victim of domestic violence, sexual assault or stalking, as these terms are defined in relevant statutes.

Employees must provide their direct supervisors, or the Human Resources Director, reasonable advance notice, when feasible, of their intention to take leave under this procedure. Employees may be required to provide certification to the Human Resources Director that (1) the employee or the employee's minor child or dependent is a victim of domestic violence, sexual assault or stalking and (2) the leave taken is for one of the purposes identified above.

Certification must be provided within a reasonable time after it is requested. Any of the following constitutes sufficient certification:

- A copy of a police report indicating that the eligible employee or the employee's minor child or dependent was a victim of domestic violence, sexual assault or stalking;
- A copy of a protective order or other evidence from a court or attorney that the employee appeared in or was preparing for a civil or criminal proceeding related to domestic violence, sexual assault or stalking; or,
- Documentation from an attorney, law enforcement officer, health care professional, licensed mental health professional or counselor, member of the clergy or victim services provider that the eligible employee or the employee's minor child or dependent was

undergoing treatment or counseling, obtaining services or relocating as a result of domestic violence, sexual assault or stalking.

All records and information regarding an eligible employee's leave under this procedure, including that the employee requested or obtained leave, are confidential and will not be released without the written permission of the employee unless otherwise required by law. SOU will not deny leave requests made under this procedure but may elect to limit the amount of approved leave in the event the leave creates an undue hardship as defined in ORS 659A. A denial of reasonable leave, or the threatened or actual retaliation for the use of or the request to use this leave, is prohibited and should be promptly reported to the Human Resources Director.

Subject to the terms of applicable collective bargaining agreements, an eligible employee who takes leave under this procedure may use any accrued paid leave as well as leave without pay. Accrued paid leave must be exhausted before an employee will be approved to use leave without pay.