



DOMESTIC VIOLENCE LEAVE POLICY

Sunshine Village is committed to the health and safety of our employees and their families. Should you or your family member be a victim of domestic violence or abusive behavior, you are encouraged to communicate with human resources about the situation. An employee may take up to a maximum of 15 days of time off in a 12 month period, if either the employee or their family member as described below is:

1. the victim of abusive behavior (such as domestic violence, stalking, sexual assault, or kidnapping);
2. seeking medical attention, counseling, legal or other victim services directly related to the abusive behavior against the employee or family member of the employee.

For purposes of this policy, a family member includes not only legally married spouses but also:

1. Persons "in a substantive dating or engagement relationship" AND who reside together;
2. Persons having a child in common regardless of whether they have ever married or resided together;
3. A parent, step-parent, child, step-child, sibling, grandparent or grandchild; or
4. Persons in a guardianship relationship.

Employees must exhaust Paid Time Off (PTO) before time off under this policy is provided on an unpaid basis. As a result, the use of PTO may run concurrently with the time available under this policy.

We request that you provide advance notice of this leave (as required by the current leave policy), unless there is an imminent danger to your immediate health and safety (in which case - we must receive notification within 3 workdays that the leave was taken or is being taken for reasons covered by this policy). In the event that you take this leave, please provide documentation evidencing that you or your family member has been a victim of domestic violence or abusive behavior within 30 days of the leave request. Such forms of documentation may include:

- A court issued protective order
- An official document from a court, provider or public agency
- A police report or statement of a victim or witness provided to the police
- Documentation attesting to perpetrator's guilt
- Medical documentation of treatment for the abusive behavior
- A sworn statement attesting to being a victim of abuse

The time off available under this policy is not available to an employee if they are, in fact, the perpetrator of the abusive behavior against his/her family member. If you have questions at any time as to how this policy applies to you, please do not hesitate to contact Human Resources.

