

4-13 POLICY ON VICTIMS' ECONOMIC SECURITY AND SAFETY ACT (VESSA)

SYCAMORE PARK DISTRICT will provide up to twelve (12) weeks of unpaid leave from work on an intermittent or reduced work schedule basis to an employee who is a victim of domestic or sexual violence (or has a family or household member who is a victim of domestic or sexual violence) to address domestic or sexual violence if the employee is: seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic or sexual violence to the employee or the employee's family or household member; obtaining services from a victim services organization for the employee or the employee's family or household; obtaining psychological or other counseling for the employee or the employee's family or household member; participating in safety planning, temporarily or permanently relocating, or taking other actions to increase safety of the employee or the employee's family or household member from future domestic or sexual violence or ensure economic security; or seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's family or household member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic or sexual violence.

Family or household member means a spouse, parent, son, daughter, and persons jointly residing in the same household whose interests are not averse to the employee as it relates to the domestic or sexual violence.

Parent means the biological parent of an employee or an individual who stood in loco parentis to an employee when the employee was a son or daughter.

Son or daughter means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is under 18 years of age or older and incapable of self-care because of mental or physical disability.

The employee shall be entitled to a total of 12 work weeks of unpaid leave during any 12-month period. This policy does not create a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under or is in addition to the unpaid leave time permitted by the federal Family Medical Leave Act.

The employee may use any available paid or unpaid leave (including family, vacation, personal, etc.) from employment, in substitution for any period of such leave for an equivalent period of leave. The employee shall provide SYCAMORE PARK DISTRICT with at least 48 hours' advance notice of their intention to take the leave, unless providing such notice is not practicable.



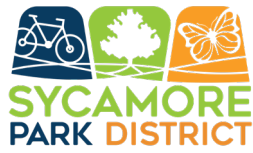
When an unscheduled absence occurs, SYCAMORE PARK DISTRICT will not take any action against the employee if the employee, within a reasonable period after the absence (generally defined as 15 days) provides certification as described: the employee's family or household member is a victim of domestic or sexual violence; and the leave is for one of the purposes as defined above. The employee will provide such certification to SYCAMORE PARK DISTRICT within a reasonable period after the Sycamore Park District requests certification. An employee may satisfy the certification requirement by providing a signed and dated statement of the employee along with documentation from an employee, agent, or volunteer of a victim services organization, an attorney, a member of the clergy, or a medical or other professional from whom the employee or the employee's family or household member has sought assistance in addressing domestic or sexual violence; a police or court record; or other corroborating evidence.

All information provided to the Sycamore Park District including a statement of the employee or any other documentation, record, or corroborating evidence, and the fact that the employee has requested or obtained leave pursuant to this policy, shall be retained in the strictest confidence by SYCAMORE PARK DISTRICT, except to the extent that disclosure is requested or consented to in writing by the employee; or otherwise required by applicable Federal or State law.

An employee who takes leave under this policy shall be entitled, on return from such leave to be restored to the position of employment held by the employee when the leave commenced; or be restored to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment. The Sycamore Park District shall maintain coverage for the employee and any family or household member under any group health plan for the duration of such leave at the level and under the condition's coverage would have been provided if the employee had continued in employment continuously for the duration of such leave.

The Sycamore Park District may require an employee on leave under this policy to report periodically to SYCAMORE PARK DISTRICT on the status and intention of the employee to return to work.

The Sycamore Park District may recover the premium that the Sycamore Park District paid for maintaining coverage for the employee and the employee's family or household member under such group health plan during any period of leave under this policy if: the employee fails to return to leave under this policy after the period of leave to which the employee is entitled has expired; and the employee fails to return to work for a reason other than the continuation, recurrence, or onset of domestic or sexual violence that entitles the employee to leave; or other circumstances beyond the control of the employee. The Sycamore Park District may require certification as defined above.



The Sycamore Park District will not fail to hire, refuse to hire, discharge, or harass any individual exercising their rights under this policy or otherwise discriminate against any individual exercising their rights under this policy with respect to the compensation, terms, condition, or privileges of employment of the individual, or retaliate against an individual in any form or manner for exercising their rights under this policy.

Adopted on:

Revised on:
November 2021