



STEP 1: INFORMATION TO READ AND REVIEW

Domestic Violence, Harassment, Sexual Assault or Stalking Protection Employee Rights Notice

STEP 2: COMPLETE LEAVE REQUEST FORM

Victims of Certain Crimes Leave Request Form complete and return to HR

STEP 3: CERTIFICATION

Provide HR with a copy of a document from law enforcement, the court system, a police report or restraining order, a letter or other document from an attorney, counselor, domestic violence or sexual assault victim service provider, a health care professional, or a clergy member

STEP 4: RETURN TO WORK

Notify HR at the time of your return

Information to Read and Review

- » Domestic Violence, Harassment, Sexual Assault or Stalking Protections Employee Rights Notice

1

Complete Leave Request Form

- » Victims of Certain Crimes Leave Request Form—complete and return to HR

2

Certification

- » Provide HR with a copy of a document from law enforcement, the court system, a police report or restraining order, a letter or other document from an attorney, counselor, domestic violence or sexual assault victim service provider, a health care professional, or clergy member.

Victims of Certain Crimes Leave of Absence Request Form

EMPLOYEE LEAVE REQUEST

Employee Name: 3 1 Tf 4.1038 0275 0 TD D 0 Tc <00 T52EmplEmployee