



Superintendent's Circular

NUMBER:
HRS-PP12
Version 01

DOMESTIC VIOLENCE LEAVE POLICY

This circular will remain in effect unless rescinded or superseded by a subsequent version.

Boston Public Schools is committed to the health and safety of our employees and their families. This circular is intended to comply with applicable state laws (1) that are designed to protect victims of domestic violence. Should you or your family member be a victim of domestic violence or abusive behavior, you are encouraged to communicate with the Office of Human resources about the situation.

Boston Public Schools must provide employees with up to 15 days of time off in a 12-month period, if:

- the employee or their family member is the victim of abusive behavior (such as domestic violence, stalking, sexual assault, or kidnapping); and
- the purpose of the leave is to seek medical attention, counseling, secure housing, or obtain legal or other victim services directly related to the abusive behavior against the employee or family member of the employee.

(1) Section 52E of Chapter 149 of the Massachusetts General Laws (Section 10 of Chapter 260 of the Acts of 2014)

For purposes of this policy, a family member includes:

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

You are immediately eligible for this leave upon the beginning of your employment. Employees may use accrued sick, personal, and vacation time to remain in paid status during a covered leave under this policy. If no accrued time is available, leave under this policy will be unpaid.

We request that you provide appropriate 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). If 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

- Official legal documentation attesting to perpetrator's guilt
- Medical documentation of treatment for the abusive behavior
- A sworn statement from the employee attesting to being a victim of abusive behavior
- A sworn statement from a professional who has assisted the employee or the employee's family, e.g., a counselor, social worker, health care worker, or member of the clergy.

Perpetrators of domestic violence are not entitled to leave under this statute.

Provided you have submitted proper documentation, your employment is protected for leave taken under this policy. If you have questions at any time as to how this policy applies to you, please do not hesitate to contact the Office of Human resources.

For more information about this circular, contact:

Name:	Employee Services – Leave of Absence Team
Department:	Office of Human resources
Mailing Address:	Bruce C. Bolling Building, 2300 Washington Street, Roxbury, MA 02119
Phone:	617-635-9255
Fax:	617-635-7957
Email:	ohrleaves@bostonpublicschools.org

Mary Skipper, Superintendent