{{mail\_date}}

{% if supervisor.name.first != “” %}{{supervisor.name\_full()}}

{% endif %}{{ employer.name\_full()}}

{{employer.address.line\_one(bare = True)}}

{{employer.address.line\_two()}}

Dear {% if supervisor.name.first != “” %}{{supervisor.name\_full()}}{% else %}{{ employer.name\_full()}}{% endif %},

I am an employee, and {{situation}}{% if situation == "my family member was killed in a crime of violence." or situation == "my household member was killed in a crime of violence." %} Because of this, I need to take time off work. Illinois law allows employees to take up to two weeks of unpaid, job-protected leave from work to attend a funeral, arrange a funeral, or grieve, if a family or household member is killed in a crime of violence.{% else %} Because of this, I need to take time off work to attend to safety needs. Illinois law provides employment protection for employees who are survivors of domestic violence, sexual violence, gender-based violence, stalking, or other violence, and for employees who have a family or household member who is a survivor and who claim protection under that law.{% endif %} The law is called the Victims’ Economic Security and Safety Act, or VESSA.

VESSA prohibits an employer from discharging an employee because they are a survivor of violence or because they requested an adjustment to their work schedule to cope with the violence and its many effects. VESSA also specifically requires that an employer reasonably accommodate any known work-related limitations resulting from the violence.

Finally, VESSA provides that an employee may take up to {% if situation == "my family member was killed in a crime of violence." or situation == "my household member was killed in a crime of violence." %}2{% else %}{% if govt\_employer == True %}12{% endif %}{% if govt\_employer == False %}{% if employee\_count == '50 or more employees' %}12{% endif %}{% if employee\_count == '15-49 employees' %}8{% endif %}{% if employee\_count == '1-14 employees' %}4{% endif %}{% endif %}{% endif %} weeks (based on the size and type of employer) of unpaid leave, which may be taken on an intermittent basis. The employee can use this leave to seek medical attention or counseling, to participate in safety planning, grieve the loss of a family or household member, or to take any action to increase their own safety. Following an employee’s use of VESSA leave, VESSA provides that the employer must restore the employee to their former position or to an equivalent position.

I will need time off in order to {{ off\_why.rstrip(‘.’) }}. {% if time\_type == ‘nuanced’ %}{{ spread\_out }}{% endif %}{% if time\_type == 'subsequent' %}The time off I am requesting is {{ start\_date }} to {{ end\_date }}.{% endif %}{% if time\_type == ‘One day’ %}The time off I am requesting is {{ one\_day\_date }}.{% endif %}

If you would like me to provide documentation of these activities, please let me know. While I know now that I will need {% if time\_type == ‘One day’ %}this date{% else %}these dates{% endif %} off, there may be other times which I cannot know in advance{% if situation == "my family member was killed in a crime of violence." or situation == "my household member was killed in a crime of violence." %}.{% else %} when I will need time off to attend to safety needs.{% endif %} Please let me know how you would like me to handle these times, if they happen.

Sincerely,

{%p if add\_signature == False %}

{%p endif %}

|  |
| --- |
| {% if add\_signature == True %}{{ user.signature\_if\_final(i) }}{% endif %} |

{{user.name\_full()}}

{%p if contact\_methods.all\_true(‘Mail’) %}

{{user.address.line\_one(bare = True)}}

{{user.address.line\_two()}}

{%p endif %}

{%p if contact\_methods.all\_true(‘Phone’) %}

{{ phone\_number\_formatted(user.phone\_number )}}

{%p endif %}

{%p if contact\_methods.all\_true(‘email’) %}

{{email\_address}}

{%p endif %}