New York University
UNIVERSITY POLICIES

Statement of Policy

This Policy addresses leave for employees of New York University in California (“NYU-CA” or “the University”) who are victims of domestic violence, sexual assault or stalking.

To Whom the Policy Applies

This Policy applies to all employees of NYU-CA.

Policy and Procedures

Leave Entitlement

In accordance with California law, employees who are victims of domestic violence, sexual assault or stalking, may take time off from work to attend to various matters associated with being a victim of such crimes as provided by law, including any of the following:

- To seek judicial assistance/legal protection, such as obtaining restraining orders or appearing in court to obtain relief to ensure the employee’s health, safety, or welfare or that of her/his child.

- To seek medical attention for injuries caused by domestic violence, sexual assault or stalking.

- To obtain services from a shelter, program, or crisis center as a result of domestic violence, sexual assault or stalking.

- To obtain psychological counseling relating to an experience of domestic violence, sexual assault or stalking.

- To participate in safety planning or to take other actions to increase safety from future domestic violence, sexual assault or stalking.

An employee may also take such time off if a member of the employee’s family or household has been a victim of domestic violence, sexual assault or stalking.
**Notice**

An employee wishing to take time off for any of these purposes must provide the University with reasonable advance notice, unless advance notice is not feasible.

**Other University leaves**

Employees may use accrued sick leave, vacation, or personal days for any such approved leave; otherwise, the time may be taken without pay.

**Accommodations**

In addition to providing time off as set forth in this policy, the University will provide reasonable accommodation to victims of domestic violence, sexual assault or stalking who request an accommodation for the safety of the victim while at work, provided that the accommodation does not constitute an undue hardship on the University's business operations. Employees seeking such accommodation should contact the Office of Equal Opportunity to discuss their request. When such requests are received, the University shall engage in a timely, good faith, and interactive process with the employee to determine effective reasonable accommodations.

**Certification**

The University may require the employee to provide certification of the time off and/or requested accommodation, as permitted by applicable law.

**Confidentiality**

The University shall maintain the confidentiality of any employee requesting leave or accommodation under this policy, as provided by applicable law.

**Anti-Retaliation**

In addition, the University will not discharge or in any manner discriminate or retaliate against any employee for taking leave or otherwise making requests under this policy, and prohibits such retaliation by others.