

# New York University

## UNIVERSITY POLICIES

**Title:** Crime Victim Leave Policy – California  
**Effective Date:** February 13, 2019  
**Supersedes:** N/A  
**Issuing Authority:** Executive Vice President  
**Responsible Officer:** Human Resources

### **Statement of Policy**

This Policy addresses leave for employees of NYU in California (“NYU-CA” or “the University”) who are victims of crime.

### **To Whom the Policy Applies**

This Policy applies to all employees of NYU-CA.

### **Policy and Procedures**

#### ***Leave Entitlement***

An employee who is a victim of, or who is the family member of a victim of, a violent felony or serious felony may take time off from work under the following circumstances:

- the crime must be a violent or serious felony, as defined by law; and
- the employee must be the victim of a crime, or must be an immediate family member of a victim, a registered domestic partner of a victim, or the child of a registered domestic partner of a victim.

The absence from work must be in order to attend judicial proceedings related to a crime listed above. Such judicial proceedings include any delinquency proceeding, involving a post arrest release decision, plea, sentencing, post conviction release decision, or any proceeding in which a right of the victim is an issue.

#### ***Notice & Certification***

In advance of the absence, the employee must provide the University with reasonable advance notice and a copy of the notice of each scheduled proceeding. If providing advance notice is not feasible or if an unscheduled absence occurs, the University may require the employee to provide certification of the judicial proceeding as provided by law.

### ***Other University Leaves***

Employees may use any accrued vacation or personal days; otherwise this leave will be unpaid.

### ***Confidentiality***

The University shall maintain the confidentiality of any employee requesting or taking time off 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 requesting or taking time off under this policy, and prohibits such retaliation by others.

### **Definitions**

An **immediate family member** is defined as: a spouse, child, stepchild, brother, stepbrother, sister, stepsister, mother, stepmother, father or stepfather.

A **registered domestic partner** means a domestic partner who is registered in accordance with California state law.

\*Employees should contact Human Resources for more information on this Policy.