



**Health Services**  
LOS ANGELES COUNTY

# POLICIES AND PROCEDURES

**SUBJECT:** PERSONAL LEAVE OF ABSENCE – DOMESTIC VIOLENCE/CRIME VICTIMS

**POLICY NO:** 756.001

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**PURPOSE:**

To provide guidelines for requesting and granting leaves of absence due to personal reasons relating to domestic violence, sexual assault, and certain crimes, as specified.

**POLICY:**

To the extent possible, a leave of absence for personal reasons shall be requested at least 30 days in advance for approval by management. Granting of such leave is discretionary, based on the needs and responsibilities of the Department, the interests of the public, and the needs of the employee.

In cases of emergency, where it is not possible to obtain prior approval, management should be immediately notified and verification of circumstances should be provided to management within 15 calendar days.

Employees who are victims of domestic violence or sexual assault may be allowed to take a leave of absence for legal issues, medical assistance (physical or mental), safety planning, arrange relocation for him/herself or a child, and/or obtain related services.

Employees who are victims of a crime (as defined in Sections 667.5 and 1192.7 of the California Penal Code and Section 230.2 of the California Labor Code) or who have an immediate family member or registered domestic partner who is a victim of a crime, as defined above, are allowed to take a leave of absence for legal proceedings related to that crime.

Such employees must follow the above guidelines and provide appropriate documentation. Employees may use vacation, personal, unpaid or compensatory time to cover the leave. Leave for medical reasons may be covered by sick leave or in accordance with Family and Medical Leave Act (FMLA) and California Family Rights Act (CFRA) guidelines.

All information pertaining to leave of absence of an employee covered under this policy is confidential.

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**APPROVED BY:**  
**REVIEW**  
**DATES:**

**EFFECTIVE DATE:** June 1, 2011

**SUPERSEDES:** July 1, 2004,  
renamed and renumbered from DHS Policy  
756

# DEPARTMENT OF HEALTH SERVICES COUNTY OF LOS ANGELES

**SUBJECT:** PERSONAL LEAVE OF ABSENCE – DOMESTIC VIOLENCE/CRIME  
VICTIMS

**POLICY NO.:** 756.001

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Section 230 of the California Labor Code prohibits employers from discharging, discriminating, or retaliating against an employee who is a victim of domestic violence or sexual assault for taking a leave of absence and requires employers to retain such an employee.

Section 230.2 of the California Labor Code prohibits employers from discharging, discriminating, or retaliating against an employee who takes a leave of absence to attend legal proceedings resulting from a crime against the employee, his/her immediate family or registered domestic partner.

Any employee who feels that he/she has been discriminated or retaliated against as a result of a leave of absence may file a complaint with the Division of Labor Standards Enforcement of the California Department of Industrial Relations.

## **DEFINITIONS:**

**Immediate Family** means spouse, child, stepchild, brother, stepbrother, sister, stepsister, mother, stepmother, father, or stepfather.

**Registered Domestic Partner** – Pursuant to L.A. County Code Section 2.210.010, a domestic partnership refers to a relationship between two adults of the same or different sexes which is characterized by mutual interdependence and an abiding concern for each other's well-being. Domestic partners generally share a common household and share financial responsibility for their joint household expenses. They frequently own property together and often authorize each other to act on each other's behalf in emergency circumstances. For purposes of this policy, domestic partnerships must be registered with the L.A. County Registrar-Recorder/County Clerk's office.

## **AUTHORITY:**

Los Angeles County Administrative Code  
Civil Service Commission Rules  
Sections 230, 230.1, and 230.2 of the California Labor Code  
Sections 667.5 and 1192.7 of the California Penal Code  
Sections 297-297.5 of the California Family Code  
Family and Medical Leave Act

## **CROSS REFERENCES:**

DHS Policies:

756 Personal Leave of Absence

756.6 Family and Medical Leave Act

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## **EFFECTIVE**

**DATE:** June 1, 2011

**SUPERSEDES:** July 1, 2004

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