

<b>HUMAN RESOURCES MEMORANDUM 01-018</b>	DATE ISSUED: 06/27/2001
SUBJECT: <b>TIME OFF FOR VICTIMS OF DOMESTIC VIOLENCE</b>	REFERENCE: None
TO: DIRECTOR, CHIEF DEPUTY DIRECTORS, DEPUTY DIRECTORS, OFFICE/BRANCH CHIEFS; CLIENT AGENCY EXECUTIVES; PERSONNEL LIAISONS; ATTENDANCE CLERKS	SUPERCEDES: None

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**PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES**

Attached is the Department of Personnel Administration's (DPA) Personnel Liaison Memorandum 2001-025 concerning time off for victim of domestic violence.

Any questions regarding this memorandum should be directed to your assigned Personnel Analyst or Personnel Services Specialist.

LYNN W. CATANIA, Manager  
Personnel Operations Section

Attachment

cc: OHR Staff

**State of California**

**MEMORANDUM**

**DATE: June 20, 2001**

**TO: PERSONNEL MANAGEMENT LIAISONS**

**REFERENCE CODE: 2001-025**

**THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:**

Employee Relations Officers  
Personnel Officers

**FROM:** Department of Personnel Administration  
Policy Development Office

**SUBJECT:** Time Off for Victims of Domestic Violence

**CONTACT:** Charlotte Gehringer, Personnel Management Analyst  
(916)323-6938  
FAX: (916) 324-9393  
Email: CharlotteGehringer@dpa.ca.gov

The purpose of this memo is to notify departments of an addition to existing law regarding time off for an employee who is a victim of domestic violence.

Effective January 1, 2001, Assembly Bill 2357 added Section 230.1 to the Labor Code to specify that employers with 25 or more employees may not discharge or in any manner discriminate or retaliate against an employee who is a victim of domestic violence, as defined in Section 6211 of the Family Code, for taking time off to seek medical attention for injuries caused by domestic violence, obtain psychological counseling related to an experience of domestic violence, obtain services from a domestic violence shelter, program, or rape crisis center, or to participate in safety planning to increase safety from future domestic violence.

As a condition for taking time off, the employee shall give the employer reasonable advance notice of the employee's intention to take time off for any of the purposes summarized above, unless advance notice is not feasible. When an unscheduled absence occurs, the employer may require the employee to certify that the absence is a result of domestic violence in the form of a police report, a court order, or medical documentation. An employer would be required to maintain the confidentiality of any employee's request for time off pursuant to provision of this law. The law does not require an employer to compensate an employee for the time taken off under these circumstances, but the employee may use vacation, personal leave, or other compensating time off that is otherwise available to the employee.

An employee whose rights are violated under this section may be entitled to lost wages and reinstatement. An employer who willfully refuses to reinstate an employee under this section may be guilty of a misdemeanor. This law also allows an employee to file a complaint with the Division of Labor Standards Enforcement of the Department of Industrial Relations.

This section does not create a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under, or in addition to the unpaid leave time permitted by, the federal Family and Medical Leave Act of 1993.

The provisions of this bill apply to the State as an employer and to State employees. The entitlement of any employee under this law shall not be diminished by a collective bargaining agreement.

If you have any questions, please contact Charlotte Gehringer at (916) 323-6938.

Bob Painter, Chief  
Policy Development Office