

SAFE TIME LEAVE

Effective October 30, 2019, employees will be provided up to 40 hours of paid safe time leave for victims of domestic violence, and /or human trafficking as described below. Employees are eligible for safe time leave after being employed for more than 90 days in a calendar year, on a full-time or part-time basis.

Safe time may be used in full days and/or increments. Employees can use their safe time leave to:

- Attend and/or testify in criminal or civil court proceedings related to domestic violence or human trafficking, or
- Move to a safe location.

Unless the employee advises otherwise, we will assume, subject to applicable law, that employees want to use available safe time leave for absences for reason set forth above and employees will be paid for such absences to the extent they have safe time leave available.

An employee is not required, as a condition of an employee's use of safe time leave, to find another employee to work during the time of the employee's absence.

Safe time leave shall be provided upon the request of an employee. Such request may be made orally, in writing, or by electronic means. When possible, the request shall include the expected duration of the absence.

When the use of safe time leave is foreseeable, the employee shall make a good faith effort to provide notice to the employer in advance and, when possible, shall make a reasonable effort to schedule the use of safe time leave in a manner that does not unduly disrupt the operations of Search for Change.

Search for Change will require the employee to provide reasonable documentation that the safe time leave has been use for the purpose

stated above. Documentation provide by the employee may include any one of the following:

- A court appearance ticket or subpoena;
- A copy of a police report;
- And affidavit from an attorney involved in the court proceeding related to the issue of domestic violence and/or human trafficking; or
- An affidavit from an authorized person from a reputable organization known to provide assistance to victims of domestic violence and victims of human trafficking.

Search for Change will not interfere with, restrain, or deny the exercise of, or the attempt to exercise the right to use safe time leave. It is unlawful for Search for Change to include Safe Time Leave as an absence that may lead to or result in discipline, discharge, demotion or suspension.

Search for Change will keep information about an employee or family member obtained solely for the purposes of utilizing safe time leave shall be treated as confidential and shall not be disclosed except with the written permission of the affected employee, unless law otherwise requires such disclosure. This information shall be kept in a separate file from other personnel information.

Search for Change employees have the right to be free from retaliation for using Safe Time Leave, filing a complaint regarding a suspected employer violation of the law, informing coworkers about their rights under the law and participating in or assisting in the investigation or enforcement of the law. Retaliation includes any threat, discharge, suspension, demotion, reduction of hours, reporting or threatening to report an employee's suspected citizenship, or immigration status, or the suspected citizenship or immigration status of a family member of the employee to a federal, state, or local agency.

Safe time leave is paid at the same hourly rate as the regular rate of pay the employee earns from employment, unless otherwise required by applicable law. Use of safe time leave is not considered hours worked for purposes of calculating overtime. Unused safe time leave does not carry over from year to year and will not be paid upon separation.

To file a complaint you can contact the Westchester County Department of Consumer Protection at 914-995-2155 or visit their webpage at www.consumer.westchstergov.com. You can also file a complaint in a court of competent jurisdiction within one year of the alleged violation.