



CHAPTER 2	SECTION NO.
College Personnel – Personnel General	2.13
REFERENCE 2.13.19.11 Victims' Economic Security & Safety Act (VESSA)	<i>Adopted: January 16, 2018</i>
	<i>Reviewed: January 16, 2018</i>
	<i>Revised:</i>

Kishwaukee College is committed to full compliance with the Illinois Victims' Economic Security and Safety Act of 2003 (VESSA), which provides employees of a covered employer unpaid leave to seek service, assistance, safety or legal remedies to address domestic violence, stalking or sexual assault directed at themselves or at a family or household member.

The Victims' Economic Security and Safety Act provides that an employee who is a victim of domestic or sexual violence or has a family or household member who is a victim of domestic or sexual violence may take up to a total of 12 work weeks of leave from work during any 12-month period to address the domestic or sexual violence. The employee shall provide the employer with at least 48 hours advance notice of the employee's intention to take the leave, unless providing such notice is not practicable. Employers may require employees to provide certification to the employer.

The Act prohibits Kishwaukee College from discharging or otherwise discriminating against an employee who is a victim of domestic or sexual violence. The Act also prohibits Kishwaukee College from discharging, discriminating or retaliating against a person taking leave from work as a result of domestic or sexual violence to: seek medical attention or counseling for injuries or psychological trauma, obtain victim services, relocate, seek legal assistance or participate in a related court proceeding.

Employers are not required to provide paid leave under this Act, but employees may elect to substitute available paid leave for an equivalent period of leave provided under this Act. Kishwaukee College will maintain group health plan benefits during the leave period at the level and under the conditions coverage would have been provided if the employee had continued in employment continuously for the duration of such leave.

Requesting Leave

Any request for leave must be made in writing, must be for a specified period and must be directed to your supervisor or the Executive Director of Human Resources. Requests should include supporting documentation, if such documentation is available (i.e., restraining order, court order, police report, etc.). In emergency situations, documentation may be provided at a later date.

ADDITIONAL INFORMATION

Kishwaukee College reserves the right to restrict leave or the duration of leave if the absence would be detrimental to the College or department.

Leave taken under this policy does not create a right for unpaid leave that exceeds the time allowed under or in addition to the leave permitted by the Family and Medical Leave Act.