



ADMINISTRATIVE DIRECTIVE

SUBJECT TIME OFF FOR CRIME VICTIMS TO BE PRESENT AT PROCEEDINGS	NUMBER 2.01-7L	PAGE 1 of 2
	PAGE ISSUE DATE July 1, 2007	

I. PURPOSE

To provide time off for an employee who is victim of crime in accordance with under the Arizona Victim Leave Law.

II. POLICY

A. Leave to be Present at Legal Proceedings

An employee who is a crime victim may use accrued paid leave (sick leave, vacation leave and/or compensatory time) to be present at a proceeding pursuant to the Arizona Victim's Leave Law. If the employee has no accrued paid leave available for use, leave without pay will be granted for this purpose.

Before the employee may leave work to be present at the proceeding; the employee shall provide copies of the following documents to the department director, with a copy to the Human Resources Director or designee:

1. A copy of the form identifying case information by the law enforcement agency, and
2. A copy of the notice of each scheduled proceeding that is provided by the agency that is responsible for providing notice to the victim.

B. Discrimination and Retaliation Prohibited

1. An employee who is a crime victim, and who has elected to use his/her right to be present at proceedings related to the crime, will not be subjected to discrimination and/or retaliation, including discharge, loss of seniority or discrimination in compensation or other terms, conditions or privileges of employment as a result of taking such leave.

2. The city will not refuse to hire or employ or otherwise bar an applicant from employment because the individual is a crime victim who has exercised his/her right to be present at proceedings related to the crime.

C. Confidentiality

The department director and/or the Human Resources department will keep confidential records regarding the employee's leave pursuant to this section.

