

January 23, 2019

**AMEND BOARD REPORT 17-1206-PO5**

**THE CHIEF EXECUTIVE OFFICER RECOMMENDS:**

That the Board of Education of the City of Chicago ("Board") amend the ~~adopt a new~~ Victims Economic Security and Safety Act ("VESSA") Leave Policy.

**PURPOSE:** To establish eligibility criteria and terms and conditions for ("VESSA") leaves for all employees of the Board of Education. This policy provides procedures for when Board of Education

employees may need to take time off due to domestic or sexual violence. The Board of Education is committed to full compliance with the Victims Economic Security and Safety Act ("VESSA") which

provides employees up to twelve (12) weeks of 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.

**POLICY TEXT:**

I. Overview

The Chief Executive Officer or designee shall grant an eligible employee who is a victim of domestic or

- B. To request leave, an employee must first submit a completed VESSA Leave Request Form and related documents to the Talent Office.
- C. In addition to the completed VESSA Leave Request Form, an employee must submit the

following documentation to the Talent Office:

1. documentation from a victim services organization, attorney, health care provider, or other professional from whom assistance has been sought;
2. a police report;
3. a court order of protection; or
4. other corroborating written evidence of the need for leave.

Failure to provide the required documentation may result in delay or denial of leave.

- D. If a school, network office, or department acquires knowledge that an employee's absence may be for a VESSA-qualifying reason, the Talent Office, Absence and Disability Unit should be notified immediately at 773-553-4748. The leave tentatively may be designated as VESSA leave pending the employee's completion of the VESSA Leave Request Form and tendering of required documentation.

#### IV. Leave Entitlement

- A. An eligible employee who has complied with notification requirements will be granted upon request, an unpaid, job-protected leave for up to twelve (12) weeks in a twelve (12) month period if the employee or a member of the employee's family is a victim of a crime that is a hate crime, a crime of violence, or a crime involving domestic violence.

**V. Return to From Leave**

- A. Following a return from a VESSA leave, the employee will be reinstated to his/her former position or an equivalent position with the same pay, benefits, and conditions of employment, unless the employee is unable to perform the essential functions of his/her former job with or without reasonable accommodation as required by law.
- B. If an employee does not return to work when the VESSA leave expires and has not been approved for an additional leave of absence or other reasonable accommodation as required by law, employment may be terminated effective on the first day of the next business day.

**VI. Reasonable Accommodation**

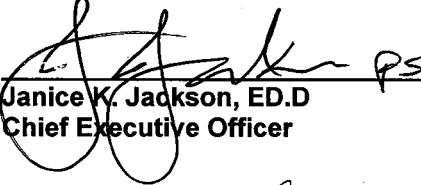
Approved for Consideration:



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Matthew Lyons  
Chief Talent Officer


Respectfully Submitted:



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Janice K. Jackson, ED.D  
Chief Executive Officer

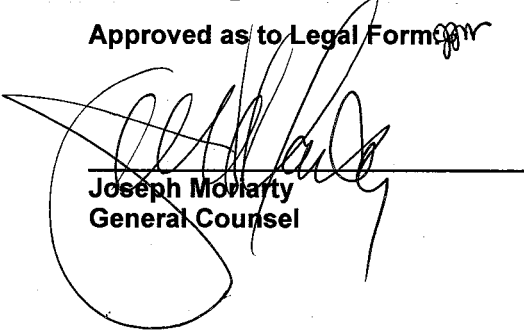
Approved for Consideration:



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LaTanya McDade  
Chief Education Officer

Approved as to Legal Form



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Joseph Moriarty  
General Counsel