

Note: The University will provide this information to employees when hired, annually, upon request, and to any employee who informs the University that they are a victim of violence or the family member of a victim of violence. Victims of violence include victims of domestic violence, sexual assault, stalking, violent threats, acts involving the use or presence of a dangerous weapon, or any violence causing injury.

Your Right to Take Time Off

- You have the right to take time off work for jury service or to appear in court as a witness to comply with a subpoena or other court order.
- If you are a victim of violence, you have the right to take time off work to get relief (like a restraining order) to protect you or your child's health, safety, or welfare.
- If you are a victim of violence or the family member of a victim of violence, you have the right to take time off work for any of the following reasons:
 - To take part in safety planning or other actions to help keep you or your family member safe from future violence
 - To prepare for, participate in, or attend civil, administrative, or criminal legal proceedings, such as a court hearing, related to the violence
 - To seek, get, or provide childcare or care to a dependent adult if the care is necessary to keep the child or adult safe after an act of violence
 - To care for a family member recovering from injuries caused by violence
 - To get, or help a family member get, the following services relating to the violence: civil or criminal legal services; a restraining order or other relief; medical attention for injuries; services from a domestic violence shelter or program, rape crisis center, or victim services organization or agency; psychological counseling; mental health services; or housing, including relocating, securing temporary or permanent housing, and enrolling children in a new school or childcare
- If you are a victim of violence or the family member of a victim of violence, you can take up to 12 weeks off work for any of these reasons.
- As explained in the policy or [collective bargaining agreement](#) that applies to you, you may use paid leave available to you, such as vacation, paid time off, or paid sick leave, to take time off for any of the reasons described in this notice.
- You must give the University advance notice before taking time off, unless it is not possible. If you do not give advance notice, the University cannot discipline you if you provide sufficient documentation to the University within a reasonable time supporting the reason for your absence.

Your Right to Confidentiality

If you are a victim or the family member of a victim, the University will keep information about your request for time off or reasonable accommodation confidential unless applicable federal or state law requires disclosure, or disclosure is necessary to protect your safety at work. If the University plans to disclose information about you or your circumstances, the University will tell you in advance.

Your Right to Reasonable Accommodation for Your Safety

- If you or your family member is a victim of violence, you have the right to ask for a reasonable accommodation for your safety while at work. The University will work with you to see what changes can be made.
- The University can ask you for a statement certifying that your request is related to being a victim or the family member of a victim.

Your Right to Be Free from Retaliation and Discrimination

The University cannot discipline you, treat you differently, or terminate your employment because:

- You are a survivor or the family member of a victim or survivor of domestic violence, sexual assault, stalking, violent threats, or violence causing injury.
- You asked for time off work to recover from or get help related to the violence.
- You asked for accommodations for your safety while at work.

You May Have Other Protections:

- **Wage Replacement:** You may be eligible for wage replacement if you are unable to work because of your health or because you need to care for a family member with a serious health condition.
 - As a University employee, you may be eligible for disability coverage if you are disabled from working, which may include Basic Disability, Voluntary Short-Term Disability, Voluntary Long-Term Disability, and UCRP Disability. For general information and details on benefit plans, refer to [UCnet](#). As explained in the policy or collective bargaining agreement that applies to you, you may also be eligible for income replacement such as Pay for Family Care and Bonding if you need time off to care for a family member with a serious health condition or to bond with a new child.
 - If you've worked for the University for less than 18 months and your previous employer was in California, you may be eligible for State Disability Insurance (SDI), which provides short-term wage replacement when you are temporarily disabled from working and/or Paid Family Leave

(PFL), which provides short-term wage replacement so you can care for a seriously ill family member, among other reasons. Learn more or file a claim for SDI or PFL by contacting the Employment Development Department (EDD) online (<https://edd.ca.gov/>) or by phone at 800-480-3287 (for SDI) or 877-238-4373 (for PFL).

- **Family and Medical Leave:** Under the California Family Rights Act, you may have the right to take time off work for your own or a family member's serious health condition or because of the birth, adoption, or foster care placement of a child. Learn more about family and medical leave by reviewing the policy or collective bargaining agreement that applies to you or by viewing the Civil Rights Department family care and medical leave poster at https://calcivilrights.ca.gov/wp-content/uploads/sites/32/2023/01/CFRA-and-Pregnancy-Leave_ENG.pdf.
- **Bereavement Leave:** Bereavement leave allows eligible employees to take time off work due to the death of people close to you, such as a family member. Learn more about bereavement leave by reviewing the policy or collective bargaining agreement that applies to you.
- **Leave to Attend Court for Certain Crimes:** If you are a victim of certain crimes or the family member of a victim of certain crimes, you have the right to take time off work to attend related court proceedings. You can learn more information by reviewing the policy or collective bargaining agreement that applies to you.

To File a Complaint

Employees who believe they have been subjected to discrimination or retaliation or that any of their rights under this notice have been violated can submit complaints through their local Human Resources office, Academic Personnel Office, Labor Relations office, or the University Whistleblower Hotline (<https://universityofcalifornia.edu/hotline> or 800-403-4744).

Harassment or discrimination under the University's [Anti-Discrimination Policy](#) may be reported through the Systemwide Office of Civil Rights' [File a Report form](#). For additional information, please contact your location's [Local Implementation Officer](#) or [Title VI or Title VII Officer](#). Please contact your location's [Title IX Officer](#) for information about reporting harassment under the University's [Sexual Violence and Sexual Harassment Policy](#).

The Civil Rights Department investigates complaints from employees and is available online at <http://ccrs.calcivilrights.ca.gov/s/>, by mail at 651 Bannon Street, Suite 200, Sacramento, CA 95811, or by calling 800-884-1684 (voice), 800-700-2320 (TTY), or California's Relay Service at 711.

For more information about your right to leave and accommodations as a victim or the family member of a victim, please refer to the policy or collective bargaining agreement that applies to you, such as [PPSM-2.210 \(Absence from Work\)](#) for PPSM-covered staff employees, [APM - 758](#) for APM-covered academic appointees, or [the applicable leaves article](#) for represented employees.