

**HUMAN RESOURCES
POLICIES AND PROCEDURES**



Policy:	California Crime Victim Leave Policy	
Date: January 1, 2024	Revision Date:	Approved by: Human Resources

I. POLICY STATEMENT

Eastern Municipal Water District (EMWD) provides unpaid leave to an eligible employee who is a victim of certain, specified felony crimes, or who is an immediate family member of a victim, a registered domestic partner of a victim, or the child of a domestic partner of a victim of certain, specified felony crimes to attend and participate in judicial proceedings related to the crime.

II. ELIGIBILITY

Any employee who is a victim of the specified felonies below, or who is an immediate family member, registered domestic partner or the child of a registered domestic partner who is a victim to these felonies, will be eligible for leave when the employee notifies EMWD, as soon as practicable, of the need for leave under this policy. Appropriate documentation will be provided before the leave, or if that is not possible, as soon as is reasonable to do so.

Covered felonies include:

- A violent felony, as defined in subdivision (c) of §667.5 of the Penal Code.
- A serious felony, as defined in subdivision (c) of §1192.7 of the Penal Code.
- A felony provision of law proscribing theft or embezzlement.

Employees may use accrued, unused Paid time off (PTO) for leave taken under this policy. The notice and eligibility requirements for any such PTO will generally apply to an employee's request for use of PTO under this policy.

III. PROCEDURE

Employees requesting leave under this policy should comply with the following requirements:

1. On receiving notice of a scheduled proceeding or subpoena or other court order requiring appearance in a judicial proceeding as a witness, the employee should notify their supervisor.

EASTERN MUNICIPAL WATER DISTRICT
FAMILY, MEDICAL, AND PARENTAL LEAVE

2. In support of the employee's request for leave under this policy, the employee should submit appropriate documentation, including a copy of the notice of scheduled proceeding, subpoena, or other court order as soon as practicable.
3. If the court proceeding is completed before the end of the employee's regularly scheduled shift, the employee is expected to call their supervisor as soon as possible and report to work if requested.

For more information, please contact the Human Resources Department.

AUTHORIZED SIGNATURES ON FILE