

Know Your Rights

Act of Violence Leave

What are my leave rights if I am physically injured during an act of violence?

If you are physically injured during an act or acts of violence related to and during your performance of duties, then you may be entitled to an extended leave of absence.

You must follow the following procedure:

1. Complete and file the following forms within 24 hours*:
 1. A “Police Report”
 2. An “Act of Violence” Form
 3. A “Workers Compensation” Form
 4. An “Incident Report”

*If you encounter any difficulties in filing any of the above reports see your UTLA Chapter Chair for assistance

2. Report, as soon as it becomes evident that a leave extension is to be requested, for a physical examination by the employee health coordinator and receive approval as a result of the examination.
3. Apply in writing for the 60-day extension on a form to be provided by the District as soon as you see the need for the extension This form should be turned in to your immediate administrator.

The determination of whether the injury was the result of an act of violence, and whether the act of violence was related to and during the performance of your duties shall be made in the reasonable judgement of the Office of Risk management.

The determination of whether the injury is disabling beyond the 60-day period shall be made in the reasonable medical judgement of the employee health coordinator.

You may be required to be evaluated by the employee health coordinator at any time during the extended period.

It is highly recommended that if you are physically injured during an act of violence that you notify the Site Administrator and appropriate law enforcement authorities in addition to completing a written report of the injury in order to preserve your right to file for an extended leave of absence, if needed.