



Published on *Policies and Procedures* (<http://tobaccofree.arizona.edu>)

[Home](#) > Victim's Leave

Policy Contents

- [Policy](#)
- [Related Information*](#)
- [Revision History*](#)

Policy Information

Effective Date:

February 1, 2003

Reference:

Classified Staff Human Resources Policy Manual 221.0

University Handbook for Appointed Personnel 8.04.07

Responsible Unit:

Division of Human Resources

Phone:

(520) 621-3660

Email:

hadmin@email.arizona.edu [1]

Policy

General and Definitions

The University of Arizona is committed to providing victim's leave to eligible employees in accordance with the Arizona State Victim's Leave Law ARS § 13-4439; § 8-420. This law authorizes employees who are victims of crimes to leave work to exercise the right to be present at legal proceedings related to the crime.

As defined in ARS § 13-4401, a "victim" is (1) a person against whom the criminal offense has been committed, or (2) if the person is killed or incapacitated, the person's immediate family (victim's spouse, parent, child, sibling, grandparent or lawful guardian) or other lawful representative (person who is designated by the victim or appointed by the court and who acts in the best interests of the victim), except if the person is in custody for an offense or is the accused.

Using Vacation Leave, Unpaid Leave of Absence, and Accrued Compensatory Time

When using victim's leave, the eligible employee may use accrued vacation leave, excused unpaid leave, or accrued compensatory time. While there is no maximum leave time allocated for victim's leave, the University reserves the right to limit the leave provided under the law if the leave creates an undue hardship to the University's business.

Eligibility

Any University employee is eligible for leave under this policy, except that the employee is not eligible if a family member is the victim and the employee is in custody for the offense or accused of the crime.

Request for Leave

Request for victim's leave must be made to the employee's immediate supervisor or responsible administrator, providing as much notice as practical. In making this request, the employee shall provide

- a copy of the form provided to employee by the law enforcement agency, and
- a copy of the notice of each scheduled proceeding that is provided to the victim by the responsible agency.

Related Information*

Arizona Revised Statutes

[§ 13-4401. Definitions](#) [2]

[\[3\]§ \[4\]13-4439. Right to leave work; scheduled proceedings; counseling; employment rights; nondiscrimination; confidentiality; definition;](#) [3]

[§ 8-420 Right to leave work; scheduled proceedings; employment rights; nondiscrimination; confidentiality; definition](#) [5]

Revision History*

UHAP and Classified Staff versions reconciled 2/2016

Source URL: <http://tobaccofree.arizona.edu/employment-human-resources/victims-leave>

Links

[1] <mailto:hradmin@email.arizona.edu>

[2] <https://www.azleg.gov/viewdocument/?docName=https://www.azleg.gov/ars/13/04401.htm>

[3] <https://www.azleg.gov/viewdocument/?docName=https://www.azleg.gov/ars/13/04439.htm>

[4] <http://www.azleg.state.az.us/FormatDocument.asp?inDoc=/ars/13/04401.htm&Title=13&DocType=ARS>

[5] <https://www.azleg.gov/viewdocument/?docName=https://www.azleg.gov/ars/8/00420.htm>