

SECTION IV Management & Personnel Policies

Leave Policies

I. **CRIME VICTIMS:** The New Hampshire Crime Victim Employment Leave Act RSA 275:61 became effective on January 1, 2006. The Town of Henniker Crime Victims Policy below complies with this law.

A. **Definitions:** For purposes of this policy:

1. "**CRIME**" means an offense designated by law as a felony or a misdemeanor.
2. "**VICTIM**" means any person who suffers direct or threatened physical, emotional, psychological, or financial harm as a result of the commission or the attempted commission of a crime. "VICTIM" also includes the immediate family of any victim who is a minor who is incompetent or the immediate family of a homicide victim.
3. "**IMMEDIATE FAMILY**" means the father, mother, stepparent, child, stepchild, sibling, spouse, grandparent, or legal guardian of the victim; or any person involved in an intimate relationship and residing in the same household with the victim.

B. **RIGHT TO LEAVE WORK:** The Town of Henniker will permit an employee who is a victim of a crime to leave work so that the employee may attend court or other legal or investigative proceedings associated with the prosecution of the crime. This time will be considered authorized unpaid leave of absence. The employee will not lose seniority while taking this leave.

C. **SUBSTITUTION OF PAID LEAVE:** The employee must substitute any accrued vacation leave, personal leave and/or sick leave for any part of the unpaid leave provided for under this policy.

D. **NOTICE REQUIRED:** Before taking leave under this policy, the employee must provide the Town Administrator with a copy of the notice of each scheduled hearing, conference, or meeting that is provided to the employee by the court or agency responsible for providing notice to the employee. The Town Administrator will maintain the confidentiality of any written documents or records submitted by the employee relative to the employee's request for leave under this policy.

E. **LIMITATIONS OF LEAVE:** The Town Administrator may limit the leave provided under this policy if the employee's leave creates an undue hardship to departmental business.

F. **NO DISCRIMINATION:** The Town will not discharge, threaten or otherwise discriminate against any employee regarding the employee's compensation, terms, conditions, location or privileges of employment because the employee has exercised his or her right to leave work as provided under this policy. Complaints

of discrimination should immediately be brought to the attention of the Town Administrator or Board of Selectmen. Complaints of discrimination will be investigated and, if appropriate, remedial action will be taken.