

**CITY OF CLEVELAND**  
**Human Resources Policies and Procedures**  
**Benefits Policies**

**PAID SAFE LEAVE POLICY**

**I. Introduction**

The City of Cleveland is committed to the health and safety of its workforce. For these reasons, employees who are victims of domestic violence, sexual assault, or stalking may be eligible to receive Paid Safe Leave. This benefit is intended to help employees navigate the fallout of violence by granting them time to, among other things, seek treatment and counseling, relocate, or participate in legal proceedings. This leave is provided in addition to other fringe benefits afforded employees.

**II. Eligible Employees**

- A. Any eligible regular full or part-time employee who is a victim, or is a parent or legal guardian of a child victim, of “domestic violence,” “sexual assault,” or “stalking,” shall be entitled to take leave from work for any of the following reasons:
1. Seeking medical attention related to physical or psychological injuries caused by domestic violence, sexual assault, or stalking.
  2. Obtaining services from a victim-services organization.
  3. Obtaining psychological and/or other counseling.
  4. Participating in safety planning, temporarily or permanently relocating, or taking any other actions reasonably necessary to increase the safety of the employee or employee’s family or household member from future domestic violence, sexual assault, or stalking; or,
  5. Seeking legal assistance or remedies to ensure the health and safety of the employee, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic violence, sexual assault, or stalking.
- B. The terms “domestic violence,” “sexual assault,” and “stalking” are defined by Ohio law and § 171.67 of the Municipal Code.

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- C. *Exceptions.* The eligibility of City employees employed in a job classification covered by a collective bargaining agreement is subject to the terms of the City's collective bargaining agreement and the requirements of Chapter 4117 of the Ohio Revised Code. This policy shall not replace, amend, add to, or deprive any employee of any paid safe leave benefit to which he or she may be entitled to under the terms of any collective bargaining agreement between any union and the City approved by ordinance of council.

**III. Length of Paid Safe Leave**

- A. Eligible full-time employees are entitled to sixty (60) hours of Paid Safe Leave annually.
- B. Eligible part-time employees are entitled to thirty (30) hours of Paid Safe Leave annually.
- C. Paid Safe Leave may be taken intermittently or on a reduced work schedule.
- D. Employees are not required to expend available, accrued benefit time, including vacation, personal, compensatory, or sick leave, before using paid safe leave time.
- E. If no paid leave options are available, an appointing authority may grant a leave of absence to the employee without pay.
- F. Employees on Paid Safe Leave are ineligible to receive overtime pay, and no portion of Paid Safe Leave shall be included in calculating an employee's overtime pay.
- G. Employees on Paid Safe Leave are ineligible to receive holiday pay. A holiday occurring during the leave period shall be counted as one day of Paid Safe leave and shall be paid as such.
- H. Upon separation of the individual's employment, unused Paid Safe Leave is forfeited; under no circumstances will this benefit be paid out.

**IV. Procedures for Taking Paid Safe Leave**

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- A. To use Paid Safe Leave, an employee must submit a written request and at least one form of acceptable documentation to the Employee Relations Manager of the Department of Human Resources (DHR). The following documentation is acceptable:
  - 1. Documentation from an employee, agent, or volunteer of a victim-services organization, the Employee Assistance Program (Ease-at-Work), an attorney, a member of the clergy, or a medical or other professional from whom the employee has sought assistance in addressing domestic violence, sexual assault, or stalking, that supports the employee's request and that the DHR determines confirms that the employee is eligible for leave.
  - 2. Police report or court record (e.g., temporary restraining order, complaint, indictment, witness statement, etc.) establishing the employee's eligibility for leave; or
  - 3. Other corroborating evidence deemed sufficient by the DHR.
- B. The DHR may require any additional documentation necessary to substantiate the request or subsequent uses of leave.

**V. Additional Information & Resources**

To request leave or ask questions about this policy:

Employee Relations Manager  
Department of Human Resources  
601 Lakeside Avenue, Room 121 Cleveland, Ohio 44114  
(216) 664-2493

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**This policy has been issued under the authority of Matthew Cole, Director of Human Resources:**

Matthew J. Cole

**Signature**

Director of Human Resources

**Title**

September 16, 2024

**Date**