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## Policy Information

**Effective Date:**

February 1, 2003

**Last Revised Date:**

January, 2020

**Reference:**

Classified Staff Human Resources Policy Manual 221.0

University Handbook for Appointed Personnel 8.04.07

University Staff Manual 3-114

**Responsible Unit:**

Human Resources

**Email:**

[hadmin@email.arizona.edu](mailto:hadmin@email.arizona.edu) [1]

## Purpose and Summary

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.

## Scope

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

# Definitions

**Victim**, as defined in ARS § 13-4401, 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.

# Policy

Employees may use accrued vacation leave, sick time, 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 absence creates an undue hardship to the University's business.

# Compliance and Responsibilities

Employees must request victim's leave from their immediate supervisor or responsible administrator, providing as much notice as practical. In making this request the following information should be included:

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

# 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\*

12/01/2023: Updated responsible unit email address.

03/01/2023: Replaced *Division of Human Resources* with *Human Resources*.

01/23/2020: Revised.

02/2016: UHAP and Classified Staff versions reconciled.

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**Source URL:**<https://policy.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>