



Target: **ZER@** Campaign

ASSAULT LEAVE

If you have utilized sick leave as result of injuries sustained from an assault, you may be eligible to receive Assault Leave.

Up to forty (40) days of assault leave *may* be approved by the Director of HR Administration for an absence due to injury resulting from a *physical assault* on an employee which occurs on Board premises, or which occurs off Board premises in connection with the performance of assigned duties, subject to the following stipulations:

- The employee's conduct was within the bounds of general standards of professional behavior.
- The employee's immediate supervisor or other appropriate administrator is notified as soon as possible after the occurrence.

The employee will need to:

1. Complete the **Workplace/Injury Report** at:
<https://bit.ly/2Z0qTJr>
2. Contact Broadspire to request assault leave at:
www.myleavetech.com or call 888-578-8561.
3. Submit a physician's statement describing the nature and duration of the resulting disability and the necessity of absence from regular employment (the findings subject to review by the Board physician.)
4. Please review the instructions for Returning from Leave.