

# OTC VESSA Leave Request

The Victims Economic Safety and Security Act (VESSA) of 2021 grants unpaid leave to employees who are a victim of domestic or sexual violence. Unpaid leave will also be granted if an employee's family or household member is a victim of domestic or sexual violence. It is the responsibility of the employee to make requests for leave under the Victims Economic Safety and Security Act. All requests for VESSA should be coordinated with the Human Resources Department. For more information please refer to the OTC Policies and Procedure Manual, policy 3.75.

TO BE COMPLETED BY EMPLOYEE	
Employee Name: _____	
Department : _____	Phone: _____
Title: _____	
<b>REASON FOR LEAVE</b>	
<input type="checkbox"/> Domestic or sexual violence of employee*	
<input type="checkbox"/> Domestic or sexual violence of family or household member*	
Name of individual: _____ Relationship: _____	
<small>*If the employee is requesting leave for a serious health condition under the FMLA, other forms and procedures may be required.</small>	
<b>REQUEST TO USE BENEFITS</b>	
IF NO AMOUNTS ARE ENTERED, THE LEAVE WILL BE UNPAID (MARK ALL THAT APPLY)	
<input type="checkbox"/> Apply all vacation leave	<b>OR</b> <input type="checkbox"/> hours/days of vacation to this leave
<input type="checkbox"/> Apply all sick leave*	<b>OR</b> <input type="checkbox"/> hours/days of sick leave to this leave
<input type="checkbox"/> Apply as unpaid leave	
<input type="checkbox"/> Other: _____	
<b>EXPECTED DURATION</b>	
<b>LEAVE WILL BE TAKEN AS (check one):</b>	
<input type="checkbox"/> A block of time from _____ to _____ <small>(month/day/year) (month/day/year)</small>	
<input type="checkbox"/> Intermittently (e.g., separate blocks of time due to a single event)	
<input type="checkbox"/> Temporarily reduced work schedule (please describe on separate sheet)	
I understand that VESSA unpaid leave will not be granted if I have exceeded my leave entitlement under the FMLA during a 12-month period. I attest that the information I have provided is true to the best of my knowledge. I understand that falsifying a time record and/or a VESSA request is grounds for disciplinary action, up to and including termination of employment.	
Employee Signature _____	Date _____