

Instructions for Penn Employees Requesting Domestic or Sexual Violence Leave (DSV Leave)

- Inform your supervisor at least 48 hours in advance, if practicable, of the need to take DSV leave.
- Review the [Domestic and Sexual Violence Leave Policy](#)
- Within 20 calendar days, complete the following **required** certification documents and return them to Human Resources Benefits, Leave Administrator, Suite 527A, 3401 Walnut Street, Philadelphia, PA 19104/6228 or fax them to 215-573-7385.
 - [Domestic/Sexual Violence Leave Statement](#) **AND**
 - At least one (1) of the following documents:
 - Written documentation from employee, agent or volunteer of a victim services organization
 - Written documentation from an attorney, clergy member, medical or other professional from whom the victim has sought assistance
 - A police or court record
 - Other evidence that can corroborate the need for such leave
- Contact Human Resources Leave Administrator at 215-898-0914 for assistance as needed.

Instructions for Supervisor if an Employee Requests Domestic or Sexual Violence Leave

- Send the employee a [Domestic or Sexual Violence Leave provisional letter](#). Include a copy of the [DSV Leave Policy](#) with letter.
- Send a copy of the [Domestic or Sexual Violence Leave provisional letter](#) that was sent to the employee to Human Resources Benefits, Leave administrator, Suite 527A, 3401 Walnut Street, Philadelphia, PA 19104/6228 or fax it to 215-573-7385.
- Inform employee that all certification documentation supporting the leave request **must** be sent to Human Resources Benefits and not returned to the supervisor. All certification documents for the leave will be received, reviewed and processed by the Leave Administrator in Human Resources Benefits.
- Human Resources Benefits will notify the supervisor about the status of the leave request (e.g., approved, denied). Confidential information and documents received by Human Resources Benefits which corroborate the employee's need for such leave will not be shared with the supervisor.
- The supervisor and/or business administrator will also be notified by Human Resources Benefits about whether to apply paid or unpaid leave for this absence.