

SAMPLE VICTIM'S ECONOMIC SECURITY AND SAFETY ACT (VESSA) LETTER TO EMPLOYER

March 16, 2022

John Doe
City of Bloomington
Downtown Bloomington
Bloomington, IL 61701

Dear John Doe:

I am an employee, and I am experiencing domestic violence. Because of this, I need to take time off work to attend to safety needs. Illinois law provides employment protection for employees who are victims of domestic and/or sexual violence and for employees who have a family or household member who is a victim, and who claim protection under that law. The law is called the Victims' Economic Security and Safety Act, or VESSA. VESSA prohibits an employer from discharging an employee because they are a victim of domestic or sexual violence or because they requested an adjustment to their work schedule to cope with the domestic or sexual violence and its many effects. VESSA also specifically requires that an employer reasonably accommodate any known work-related limitations resulting from the domestic or sexual violence. Finally, VESSA provides that an employee may take up to 12 weeks (based on the size and type of employer) of unpaid leave, which may be taken on an intermittent basis. The employee can use this leave to seek medical attention or counseling, to participate in safety planning, or to take any action to increase their own safety. Following an employee's use of VESSA leave, VESSA provides that the employer must restore the employee to their former position or to an equivalent position.

I will need the following time off in order to Attend court on March 15 and also attend weekly counseling appointments: I will need March 31 off for a court date. I will need two hours off every Wednesday to meet with a counselor. If you would like me to provide documentation of these activities, please let me know. While I know now that I will need these dates off, there may be other times which I cannot know in advance when I will need time off to attend to safety needs. Please let me know how you would like me to handle these times, if they happen.

Sincerely,
