[Today’s date]

Dear [Name of your supervisor]:

I am writing to let you know that I [pick one: am experiencing family violence or have been threatened with violence by a family member and am in danger of physical harm] and need to take time off in order to [include all that apply: get medical care for an injury, get counseling or mental health assistance, get help from a domestic violence organization, go to the Victim Advocate’s office, go to a court hearing, move to a new place to get away from the violence].

I will need the following time off: [The date(s) you need off]

Connecticut law requires employers to give victims of family violence up to twelve days of leave during any calendar year if needed to get medical attention, counseling, victim services or to attend court or relocate. Connecticut law also prohibits employers from discharging, punishing, threatening or coercing a victim of family violence who asks for time off under this law. The law itself can be found at https://www.cga.ct.gov/current/pub/chap_557.htm#sec_31-51ss

It is important that you keep this request confidential, as required by Connecticut General Statutes Section 31-51ss(g). Thank you for your attention to this request.

Sincerely,

________________________________________

[Your full name]