

# Employee Wellbeing - Domestic or Family Violence Leave Procedure

## Section 1 - Purpose / Objectives

(1) The University is committed to providing support to staff that experience domestic or family violence. The objective of this procedure is to provide appropriate process to support this commitment.

## Section 2 - Scope / Application

(2) This Procedure relates to the use of paid special leave and existing leave entitlements where staff experience situations of domestic or family violence.

(3) The application of this provision extends to all University staff employed on a current contract of employment.

## Section 3 - Definitions

(4) Nil

## Section 4 - Policy Statement

(5) Special leave may be granted by the Executive Director People & Culture. In certain circumstances, as detailed in Section 5 of this Procedure, the Executive Director People & Culture delegates this authority to the direct supervisor of the staff member or People & Culture Lead Business Partners.

## Section 5 - Procedures

(6) The procedures associated with the taking of leave in situations of domestic or family violence are as follows:

- a. Staff (who require leave as a result of experiencing situations of domestic or family violence);
  - i. Will be required to apply for such leave through their direct supervisor or one of the People & Culture Lead Business Partners. Normally, the application will be to the direct supervisor.
  - ii. The leave application is by way of completion of an "[Application for Leave](#)" (HR45 form). Note that the leave form may be submitted following or during the period of leave in instances where the need to take leave is immediate.
  - iii. Where the staff member is proposing to use existing leave entitlements, as detailed in the relevant enterprise agreement, this should be detailed on the leave application form.
  - iv. In instances where the University requires proof of domestic or family violence, the staff member will be required to submit such documents as detailed in the relevant enterprise agreement.
- b. Supervisors and People & Culture Lead Business Partners;
  - i. For applications of periods of leave up to 5 days;

- On receipt of a request for leave from a staff member, assess the request and determine if proof of domestic or family violence is required.
  - Approve leave or decline request. Note that supervisors are to liaise with their allocated People & Culture Business Partner prior to declining any such leave request.
- ii. For applications for periods of leave exceeding 5 days, or where the period of leave cannot be determined at the time of applying for leave;
- Forward the request to the Executive Director People & Culture with recommendations on whether the leave should be approved or declined and whether proof of domestic or family violence is should be sought.
- c. Executive Director People & Culture;
- i. Approve or decline requests for periods of leave exceeding 5 days and determine whether proof of domestic or family violence is required.

## **Section 6 - Guidelines**

(7) [Employee Wellbeing - Domestic or Family Violence Support Guidelines](#)

## Status and Details

<b>Status</b>	Historic
<b>Effective Date</b>	19th November 2015
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