Employee Wellbeing - Domestic or Family Violence Leave Procedure

Section 1 - Summary

(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

(2) This Procedure relates to the use of paid 'Other 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 - Policy/Regulation

(4) Employee Wellbeing Policy

Section 4 - Procedures

(5) 'Other Leave' may be granted by the Chief People Officer. In certain circumstances, as detailed below, the Chief People Officer delegates this authority to the direct supervisor of the staff member or People & Culture Lead Business Partners.

(6) Paid leave will be in accordance with:

a. the relevant Enterprise Agreement for Ongoing and Fixed-term staff; and,
b. the National Employment Standards (NES) from 1 February 2023 of up to 20 days per calendar year (non-cumulative) for Casual/Sessional staff.

(7) 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. Submit leave requests through VU People First by choosing the category 'Other Leave'. Note that the leave 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 via the leave request.
    iv. In instances where the University requires proof of domestic or family violence, the staff member will be

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required to submit such documents as detailed in the relevant enterprise agreement. Evidence can either be attached to a service request or provided to the HR Business Partner separately keeping confidentiality in mind.

b. Supervisors and People & Culture Lead Business Partners:
    i. For applications of periods of leave up to 20 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 20 days, or where the period of leave cannot be determined at the time of applying for leave:
        - Forward the request to the Chief People Officer with recommendations on whether the leave should be approved or declined and whether proof of domestic or family violence is should be sought.

c. Chief People Officer:
    i. Approve or decline requests for periods of leave exceeding 20 days and determine whether proof of domestic or family violence is required.

Section 5 - HESF/ASQA/ESOS Alignment

(8) HESF: Standard 2.3 Wellbeing and Safety; 6.1.4 Corporate Governance

(9) Compliance Standards for NVR Registered Training Organisations and FPP Requirements 2025: Standard 20 Compliance with Laws.

Section 6 - Definitions

(10) Nil.

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Status and Details

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