**FAMILY AND DOMESTIC VIOLENCE LEAVE POLICY**

**Date:**

The Company is committed to supporting employees experiencing family and domestic violence and it recognizes employees may face associated difficult and confronting situations in their personal life that may extend into their work environment.

This policy is intended to be a **summary** of Family and Domestic Violence leave entitlements under the National Employment Standards (NES).

Family and domestic violence means violent, threatening or other abusive behaviour by an employee’s close relative, a current or former intimate partner or a member of their household that seeks to coerce or control the employee and that causes the employee harm or to be fearful.

**Confidentiality**

The disclosure of information about being affected by family and domestic violence is the employee’s choice and this does not override any legal obligations by the employee to disclose related information. Any information disclosed by an employee will be kept confidential, except to the extent that disclosure is a requirement by law.

The Company and managers will take steps to all related information is treated confidentially and sensitively, as far as it is reasonably practicable to do so. In addition, prompt and appropriate action will be taken to support employees.

**Leave Entitlements, Notice and Evidence Requirements**

An employee including casual and part-time employees, is entitled to 10 days per year of paid leave to deal with family and domestic violence. Leave may be taken as single, consecutive or part days by agreement. Leave does not accumulate from year to year.

An employee may take leave to deal with family and domestic violence if the employee:

* is experiencing family and domestic violence; and
* needs to do something to deal with the impact of the family and domestic violence and;
* it is impractical for the employee to do so outside their ordinary hours of work.

Examples of reasons an employee may need leave is to attend appointments with medical, legal, financial or legal professionals or attend court hearings or meetings with police.

**Applying for Family and Domestic Violence Leave**

An employee must give the Company notice of the taking of leave as soon as practicable which may be at a time after the period of leave has started. In addition, at the time of giving notice, the employee must advise the Company of the period, or expected period, of the leave.

Evidence to confirm that the leave is taken for the purpose of dealing with a matter stemming from the impact of family and domestic violence may be requested.

Leave entitlements related to Family and Domestic Violence Leave will not be displayed on an employee’s payslip. An alternative reference will be displayed for privacy reasons.

Employees may also access personal leave, annual leave, long service leave and unpaid leave in line with Company Policy. Flexible Working Arrangements may also be available to employees affected by family and domestic violence.

**Support**

Employees may access the Company Employee Assistance Provider (EAP). In addition, employees may seek support from:

* Sexual Assault and Family Violence Centre, Geelong - 1800 806 292 [www.safvcentre.org.au](http://www.safvcentre.org.au-)
* 1800 Respect - 1800 737 732 [www.1800respect.org.au](http://www.1800respect.org.au)

**Policy Approver:** Insert Title