Family and Domestic Violence Leave and Support Procedures

1. STRATEGIC PLAN THEME AND COMPLIANCE OBLIGATION SUPPORTED

Relevant Enterprise Agreement
Strategic Plan Theme: People and Culture

2. PROCEDURAL DETAILS

2.1 A staff member who is experiencing, or has experienced, family and domestic violence will be provided with access to a range of types of leave and other broad support in the workplace to maintain their wellbeing and participation in the workforce.

2.2 Line Managers will act professionally with respect, consideration and sensitivity to a staff member’s request for leave, leave without pay or support due to family and domestic violence.

2.3 Leave

2.3.1 A staff member may access personal, annual, carers, compassionate, long service leave to deal with matters arising from or as a result of experiencing the effects of family and domestic violence.

2.3.2 A staff member may access to personal, annual, carers, compassionate and long service leave to provide care or support for a member of their immediate family or household experiencing the effects of family and domestic violence.

2.3.3 If a staff member’s paid leave has been exhausted they will be permitted leave without pay for up to 5 days. Leave without pay beyond 5 days may be approved at the discretion of the line manager.

2.4 Other support

2.4.1 Other support, either permanent or temporary, may be provided to a staff member experiencing the effects of family and domestic violence, in the form of:

2.4.1.1 changes to hours of work

2.4.1.2 changes to the location of work

2.4.1.3 changes to work phone numbers or email addresses

2.4.1.4 return to work considerations

2.4.1.5 flexible working arrangements.

2.4.2 A staff member who discloses to People and Culture or their Line Manager that they are experiencing family and domestic violence will be connected with appropriate Psychological and Counselling Services.

2.5 Privacy

2.5.1 Line Managers will comply with the Disclosure of Personal Information Procedures and ensure the privacy of staff personal information.

3. SCOPE OF PROCEDURES

These procedures apply to all staff employed by the University.

4. DEFINITIONS

(Note: Commonly defined terms are located in the Curtin Common Definitions. Any defined terms below are specific to this document.)

Agreement

Means:

- Curtin University Academic, Professional and General Staff Agreement 2017 - 2021 or any subsequent or replacement agreement.
- Curtin University Academic, Professional and General Staff Enterprise Agreement 2012 – 2016.
- Curtin University Early Childhood Centre Enterprise Agreement 2018 – 2021 or any subsequent or replacement agreement.
Family and domestic violence

Family and domestic violence is considered to be behaviour which results in physical, sexual and/or psychological damage, forced social isolation, economic deprivation, or behaviour which causes the victim to live in fear.

The term is usually used where abuse and violence take place in intimate partner relationships including same sex relationships, between siblings, from adolescents to parents or from family carers to a relative or a relative with a disability. A key characteristic of family and domestic violence is the use of violence or other forms of abuse to control someone with whom the perpetrator has an intimate or family relationship.

The term ‘domestic violence’ usually refers to abuse against an intimate partner, while family violence is a broader expression encompassing domestic violence and the abuse of children, the elderly and other family members.

Aboriginal and Torres Strait Islander people generally prefer to use the term ‘family violence’. This concept describes a matrix of harmful, violent and aggressive behaviours and is considered to be more reflective of an Aboriginal world view of community and family healing. However, the use of this term should not obscure the fact that Aboriginal women and children bear the brunt of family violence.

Leave

Means annual, carers, compassionate, long service and personal leave as provided for in the relevant agreements

Leave without pay

Means leave as provided under ‘Leave Without Pay (LWOP)’ in the relevant agreements.

Staff personal information

Means any personal information that relates to any person employed or previously employed by the University.

5. RELATED DOCUMENTS/LINKS/FORMS

Code of Conduct

Relevant Enterprise Agreement

Disclosure of Personal Information Procedures

Values and Signature Behaviours

Policy Compliance Officer | Sean Ralph, Manager, People Wellness, People and Culture
---|---
Policy Manager | Chief Operating Officer
Approval Authority | Chief Operating Officer
Review Date | 1st April 2022

REVISION HISTORY

<table>
<thead>
<tr>
<th>Version</th>
<th>Approved/ Amended/ Rescinded</th>
<th>Date</th>
<th>Committee / Board / Executive Manager</th>
<th>Approval / Resolution Number</th>
<th>Key Changes and Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Approved</td>
<td>29/04/2016</td>
<td>Chief Operating Officer</td>
<td>EM1610</td>
<td>Unconditional</td>
</tr>
<tr>
<td></td>
<td>Administratively Updated</td>
<td>09/05/2016</td>
<td>Compliance Consultant, Legal and Compliance Services</td>
<td></td>
<td>Policy Contact Title Change</td>
</tr>
<tr>
<td></td>
<td>Administratively Updated</td>
<td>18/01/2016</td>
<td>Director, Legal and Compliance Services</td>
<td></td>
<td>Approved date updated</td>
</tr>
<tr>
<td>Date</td>
<td>Admin/Update</td>
<td>Name</td>
<td>Description</td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------------------</td>
<td>--------------------</td>
<td>-------------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>09/02/2017</td>
<td>Administratively</td>
<td>Director, Legal and Compliance Services</td>
<td>Area name change from Human Resources to People and Culture (also approved by the Chief Operating Officer)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>27/07/2017</td>
<td>Administratively</td>
<td>Director, Legal and Compliance Services</td>
<td>Policy Manager Updated</td>
<td></td>
<td></td>
</tr>
<tr>
<td>23/08/2018</td>
<td>Approved</td>
<td>Chief Operating Officer</td>
<td>EM1819 Unconditional</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>