



Family and Domestic Violence Leave and Support Procedures

1. STRATEGIC PLAN THEME AND COMPLIANCE OBLIGATION SUPPORTED

[Fair Work Amendment \(Family and Domestic Violence Leave\) Act 2018 \(Cth\)](#)

[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 will be permitted up to 5 days leave without pay each year, non-accumulating, to deal with matters arising from or as a result of experiencing the effects of family and domestic violence (including to provide care or support for a member of their immediate family or household experiencing the effects of family and domestic violence).

2.3.2 A staff member may also access personal, annual, carers, compassionate and long service leave for this purpose.

2.3.3 Leave without pay beyond 5 days may be requested by the staff member and may be approved at the discretion of the line manager.

2.3.4 When taking leave, the staff member will inform their line manager as soon as possible about the leave including how long they expect the leave to last.

2.4 Evidence requirements

2.4.1 A staff member may be asked for evidence that shows they took the leave to deal with family and domestic violence. Types of evidence can include, but are not limited to:

- documents issued by the police service
- documents issued by a court
- family violence support service documents, or
- a statutory declaration.

2.5 Other support

2.5.1 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:

- (a) changes to hours of work
- (b) changes to the location of work
- (c) changes to work phone numbers or email addresses
- (d) return to work considerations
- (e) flexible working arrangements.

2.5.2 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 University counselling and support services.

2.6 Privacy

2.6.1 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](#)

[Fair Work website: Family & domestic violence leave](#)

Policy Compliance Officer	Sean Ralph , Manager, People Wellness People and Culture
Policy Manager	Chief Operating Officer
Approval Authority	Chief Operating Officer
Review Date	1 st April 2023

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
	Approved	29/04/2016	Chief Operating Officer	EM1610	Unconditional
	Administratively Updated	09/05/2016	Compliance Consultant, Legal and Compliance Services		Policy Contact Title Change
	Administratively Updated	18/01/2016	Director, Legal and Compliance Services		Approved date updated
	Administratively Updated	09/02/2017	Director, Legal and Compliance Services		Area name change from Human Resources to People and Culture (also approved by the Chief Operating Officer)
	Administratively Updated	27/07/2017	Director, Legal and Compliance Services		Policy Manager Updated
	Approved	23/08/2018	Chief Operating Officer	EM1819	Unconditional
	Approved	15/07/2019	Chief Operating Officer	EM1949	-