

FAMILY AND DOMESTIC VIOLENCE LEAVE

POLICY STATEMENT:

HR Staff n Stuff recognises and appreciates that unfortunately from time to time some employees may be affected by family and domestic violence. In line with legislation, HR Staff n Stuff provides up to five days of unpaid family and domestic violence leave.

Family and domestic violence means violent, threatening or other abusive behaviour by an employee's family member that seeks to coerce or control the employee or causes them harm or fear.

A family member includes an employee's:

- spouse or former spouse
- de facto partner or former de facto partner
- child / parent
- grandparent / grandchild
- sibling
- an employee's current or former spouse or de facto partner's child, parent, grandparent, grandchild or sibling, or
- a person related to the employee according to Aboriginal or Torres Strait Islander kinship rules.

PROCEDURES:

- a. All employees who feel they should be considered for unpaid family and domestic violence leave should request leave from the Director and submit a Leave Application request via Xero. This request should include brief details of the situation and the number of days required. HR Staff n Stuff may require the provision of reasonable appropriate evidence to support a request for the leave to confirm entitlement. HR Staff n Stuff will keep any request confidential.
- b. The Director will consider the request and advise approval or otherwise as soon as possible.
- c. Employees may extend their family and domestic violence leave by using Annual Leave, when available and approved in advance, or request use of annual leave entitlements instead of taking a period of unpaid leave, or a combination of both options. If all accrued Annual Leave pay has been exhausted, the employee may take additional unpaid leave, subject to approval by the director.
- d. In addition to the provision of unpaid leave, HR Staff n Stuff will take reasonable measures to assist any employee in accessing information and/or support as needed.
- e. HR Staff n Stuff will keep these matters private and confidential.