

# Provision of Support for Victims of Family or Domestic Violence Policy

## Section 1 - Purpose

(1) The purpose of this Policy is to inform staff members of their entitlement to Family and Domestic Violence Leave and its application at the University and supports the provisions set out in the [ACU Staff Enterprise Agreement 2022-2025](#)

## Section 2 - Background

(2) In line with the [ACU Mission, Identity and Values](#), which expresses a fundamental concern for the dignity of all human beings, this Policy seeks to develop a supportive workplace, and guides the response of the University, by supporting staff members who may require assistance as a result of experiencing the effects of domestic violence.

## Section 3 - Application of Policy

(3) This Policy applies to all staff members of the University, including casuals. From 1 February 2023, casual staff are entitled to payment for the hours they were scheduled to have worked had they not taken the leave.

(4) All Staff members are entitled to ten (10) days per annum of paid Family and Domestic Violence Leave for a range of purposes including:

- a. seeking medical, financial and legal assistance;
- b. attending court appearances;
- c. counselling;
- d. relocation; or
- e. to make other safety arrangements.

(5) Members of staff should be aware that Family and Domestic Violence Leave is non-cumulative.

(6) In addition to Family and Domestic Violence Leave, staff members can make applications for additional leave. The amount and type of leave provided will be determined by the individual's situation through consultation between the staff member, their supervisor and the Chief People Officer.

## Section 4 - Roles and Responsibilities

### Managers and Supervisors

(7) Managers and supervisors are responsible for:

- a. Offering support to staff members who may require assistance as a result of experiencing the effects of

domestic violence;

- b. Providing advice to staff members about the [Employee Assistance Program](#);
- c. Considering seeking advice from the Manager Assist service, provided by the [Employee Assistance Program](#);
- d. Seeking advice as necessary from People and Capability;
- e. Approving the staff members leave application.

(8) Staff Members:

- a. Should consider seeking support from the [Employee Assistance Program](#);
- b. Should consider seeking support from their Manager or Supervisor;
- c. Should consider seeking advice from People and Capability; and
- d. Complete a leave application via Staff Connect for approval by their supervisor.

## Section 5 - Confidentiality

(9) Managers and Supervisors must ensure that they deal with a staff member's application for Family and Domestic Violence Leave with sensitivity and ensure all personal information concerning the staff members circumstances and application is kept confidential.

## Section 6 - Revisions made to this Policy

(10) The revision table includes revisions up until this document was migrated into the current policy platform. Any later changes will show in the Status and Details tab.

Date	Major, Minor or Editorial	Description
11 March 2019	Major	Updated to incorporate the provisions of the ACU Staff Enterprise Agreement 2017-2021.
11 March 2019	Editorial	Updated to incorporate new ACU branding and updated policy template as per the ACU Policy Development and Review Policy.
14 February 2023	Minor	Updated in line with Fair Work Amendment (Paid Family and Domestic Violence leave) Bill 2022. Updated to to incorporate the provisions of the ACU Staff Enterprise Agreement 2022-2025. Updated Human Resources to People and Capability. Updated Director HR to Chief People Officer.
24 February 2023	Editorial	3.1 updated to remove reference to pro-rata following provisions of Fair Work Act 2009 (Cth).

(11) The University may make changes to this Policy from time to time to assist statutory compliance and or to improve the effectiveness of its operation. In this regard, any staff member who wishes to make any comments about this Policy may forward their suggestions to People and Capability.

## Section 7 - Further Assistance

(12) Any staff member who requires assistance in understanding this Policy should first consult their nominated supervisor, who is responsible for the implementation and operation of leave arrangements in their work area. Should further information and advice be required, staff should visit [Service Central](#).

## Section 8 - Associated Information

(13) For related legislation, policies, procedures and guidelines and any supporting resources please refer to the Associated Information tab.

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	19th December 2023
<b>Review Date</b>	11th March 2025
<b>Approval Authority</b>	Vice-Chancellor and President
<b>Approval Date</b>	19th December 2023
<b>Expiry Date</b>	Not Applicable
<b>Responsible Executive</b>	Angelle Laurence Chief People Officer
<b>Responsible Manager</b>	Angelle Laurence Chief People Officer
<b>Enquiries Contact</b>	Bernardine Lynch ER and Safety Committees and Policy Officer <hr/> People and Capability