

## Domestic Violence Leave Policy

### What is Domestic Violence?

Domestic violence is recognised as physical, sexual and psychological abuse, in the latter case abuse such as intimidation, harassment, damage to property threats of abuse, financial or economic abuse (for example, denying or limiting access to financial resources, or preventing or restricting employment opportunities or access to education).

Domestic violence is also the psychological abuse of a child by causing or allowing the child to see or hear the physical, sexual, or psychological abuse of someone with whom the child has a domestic relationship or putting the child at real risk of seeing or hearing that abuse.

### Entitlement

Under the Domestic Violence – Victims’ Protection Act employees have the right to take leave and/or request short-term flexible work arrangements in relation to domestic violence.

Following the completion of six months employment (at an average of 10 hours a week and at least one hour in every week or 40 hours in every month), the Employee shall be entitled to 10 days paid domestic violence leave per year. Domestic Violence leave may only be taken when:

- The Employee has or is being affected by domestic violence
- Employees that ordinarily or periodically live with a child that is, or has been affected by Domestic Violence

Employees are to notify their Manager if they require Domestic Violence leave before the Employee is due to start work, or if that is not practicable, as early as possible after that.

The Employee must complete the Domestic Leave Form (which will be available electronically) and submit it to their Manager. The Company may ask for proof prior to approving the leave; proof can include a Police report, a letter from a Medical Practitioner or Community Support Advisor. The Company may withhold payment if the Employee fails, without reasonable cause, to produce the requested proof.

Any Domestic Violence leave taken will be kept confidential between the Employee, the Employee’s Manager and Payroll. The Employee will not be discriminated against on the grounds that they are, or are suspected to be, a person affected by Domestic Violence. The payroll code shall be “special leave”

The Employee may also make a written request for a short-term variation (two months or shorter) to their working arrangements, the Company will respond to any such request in writing within 10 days of receiving the request and may require proof or further information. Please see Domestic Leave Short-Term Variation form.

The Company encourages Employees dealing with Domestic Violence to speak with their Manager



## Domestic Leave Request Form

Employee Name: \_\_\_\_\_

Date of Request: \_\_\_\_\_

First day of absence from work: \_\_\_\_\_

Anticipated return to work date: \_\_\_\_\_

*Proof may be required prior to approving paid domestic leave, this could be in the form of:*

*Police Report*       *Letter from Doctor*       *Letter from Community Support Advisor*

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**Office Use Only:**

Number of days Paid Leave entitlement owing (check payroll)  days

Leave Approved (pls circle) **Yes / No**

Leave basis (pls circle) **Paid / Unpaid**

Approved by: \_\_\_\_\_

Signed: \_\_\_\_\_

SmartTrade Schedule Updated (if necessary) **Yes / No**



## Domestic Leave – Short-term Variation to work arrangements Form

Employee Name: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Date proposed variation to start: \_\_\_\_\_

Proposed return to “normal” work arrangements: \_\_\_\_\_

**What is the variation being requested?**

**Reason for request:**

*Proof may be required prior to approving paid domestic leave, this could be in the form of:*

*Police Report*       *Letter from Doctor*       *Letter from Community Support Advisor*

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**Office Use Only:**

Variation to work arrangements approved (pls circle)      **Yes / No**

Confirmation of variation documented in writing by DNA Electrical and given to employee as confirmation (pls circle)      **Yes / No**

Approved by: \_\_\_\_\_

Signed: \_\_\_\_\_

SmartTrade Schedule Updated (if necessary)      **Yes / No**