

SCHWARZ

# Family Practice

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## Domestic and Family Violence Leave Policy

This Domestic and Family Violence Leave Policy applies to all Employees of the business.

The objective of the policy is to ensure support for employees experiencing domestic or family violence.

The requirement is for all staff to comply with the Domestic and Family Violence Leave Policy.

### Procedures

- 1) Notify your Manager or HR if experiencing family and domestic violence.
- 2) Apply for leave via normal channels.
- 3) Provide evidence i.e. medical certificate, statutory declaration, court notices or police reports.
- 4) Advise Manager or HR if work performance is impacted.

## Purpose

The purpose of this Domestic and Family Violence Leave Policy is to provide support and assistance to employees of Schwarz Family Practice who are experiencing domestic or family violence. This policy aims to create a safe and supportive work environment, where affected employees are encouraged to seek help and access appropriate leave entitlements, in accordance with the *Fair Work Act 2009 (Cth)* and other relevant legislation.

## Objective

The objectives of this Domestic and Family Violence Leave Policy are:

- To acknowledge the impact of domestic and family violence on employees' work and personal lives and provide them with the necessary support.
- To ensure that employees affected by domestic and family violence are aware of their leave entitlements and can access them without fear of discrimination or retaliation.
- To maintain a safe and supportive work environment that respects employees' privacy and confidentiality.
- To foster a workplace culture that encourages employees to report incidents of domestic and family violence and seek assistance.

## Definitions

**Family and domestic violence** means violent, threatening or other abusive behaviour by a family member of an employee that seeks to coerce or control the employee and that causes them harm or to be fearful.

**Family member** means:

- (a) a spouse, de facto partner, child, parent, grandparent, grandchild or sibling of the employee; or
- (b) a child, parent, grandparent, grandchild or sibling of a spouse or de facto partner of the employee; or
- (c) a person related to the employee according to Aboriginal or Torres Strait Islander kinship rules.

## Policy Requirements

All employees, contractors, and stakeholders of Schwarz Family Practice are required to adhere to the following requirements in relation to Domestic and Family Violence Leave:

- **Entitlement:** In accordance with the Fair Work Act 2009 (Cth), all eligible employees are entitled to five days of paid domestic and family violence leave per year. This leave can be taken for the purpose of seeking medical help, attending legal proceedings, arranging safe accommodation, or accessing other support services related to domestic or family violence.

An employee's paid leave entitlement is available in full immediately and resets on the employee's work anniversary. It doesn't accumulate from year to year.

- **Accessing Leave:** Employees wishing to access domestic and family violence leave must provide reasonable notice to their supervisor or HR. Notice can be given either verbally or in writing, and employees may be required to provide evidence, such as a medical certificate, police report, or a statutory declaration, to support their leave request.
- **Confidentiality:** Schwarz Family Practice is committed to maintaining the privacy and confidentiality of employees who access domestic and family violence leave. All information relating to an employee's leave request will be treated with the utmost sensitivity and will only be disclosed to relevant personnel on a need-to-know basis. Pay records will be recorded as ordinary time hours on an employee's payslip.
- **Support and Assistance:** Schwarz Family Practice will provide support and assistance to employees affected by domestic and family violence, which may include flexible working arrangements, referral to counselling or other support services, and assistance with workplace safety planning.
- **Workplace Safety:** Schwarz Family Practice is committed to ensuring the safety of all employees and will take appropriate measures to protect employees affected by domestic and family violence from harm within the workplace. This may include implementing security measures, modifying work schedules or locations, or liaising with law enforcement authorities.
- **Training and Awareness:** Schwarz Family Practice will provide training and resources to supervisors and managers to ensure they are equipped to respond appropriately and sensitively to employees affected by domestic and family violence.
- **Non-Retaliation:** Schwarz Family Practice will not tolerate any form of discrimination, harassment, or retaliation against employees who disclose their experience of domestic or family violence or access leave entitlements under this policy.
- **Disclosure:** All employees have a right to choose whether, when and to whom they disclose information about being affected by domestic and family violence. This policy does not override any legal obligations to disclose information.
- **Work Performance & Attendance:** May be impacted by factors not connected to work. Employees are encouraged to raise any concerns about their personal circumstances including domestic and family violence. Where these concerns are raised appropriate support and adjustments for a period of time will be made.

HR Manager is responsible for communicating the Domestic and Family Violence Leave Policy to all persons working for or on behalf of the organisation and making it available to interested parties.

## Support Available

1800RESPECT is the national domestic, family, and sexual violence counselling, information, and support service. If you or someone you know is experiencing, or at risk of experiencing, domestic, family, or sexual violence, call 1800RESPECT on 1800 737 732 or visit [1800RESPECT.org.au](https://www.1800respect.org.au). This service can also provide confidential information about what it means to be experiencing domestic, family, or sexual violence.