

Name of Policy	Provision to Support the Victims of Family or Domestic Violence Policy
Description of Policy	This policy outlines the support that is available to staff members who require leave as a result of the effects of experiencing domestic violence.
Policy applies to	<input checked="" type="checkbox"/> University-wide <input type="checkbox"/> Specific (<i>outline location, campus, organisational unit etc.</i>) <hr/>
	<input checked="" type="checkbox"/> Staff Only <input type="checkbox"/> Students Only <input type="checkbox"/> Staff and Students
Policy Status	<input type="checkbox"/> New Policy <input checked="" type="checkbox"/> Revision of Existing Policy

Approval Authority	Vice-Chancellor and President
Governing Authority	Chief Operating Officer
Responsible Officer	Director, Human Resources

Approval Date	1 May 2014
Effective Date	1 May 2014
Approval date of Last revision	11 March 2019
Effective date of last revision	11 March 2019
Date of Policy Review*	11 March 2022

* Unless otherwise indicated, this policy will still apply beyond the review date.

Related Legislation, Policies, Procedures, Guidelines and Local Protocols	Australian Catholic University Staff Enterprise Agreement 2017 - 2021 Employee Assistance Program Policy Extraordinary Leave Policy Personal/Carer's Leave
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1. Purpose

The purpose of this policy is to inform staff members of their entitlement to Domestic Violence Leave and its application at the University and supports the provisions set out in the Australian Catholic University Staff Enterprise Agreement 2017 – 2021.

2. Background

In line with ACU's mission, 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.

3. Application of Policy

3.1 This policy applies to all staff members of the University. Staff members engaged for a specific fraction of a full-time appointment are entitled to the amount of leave available on a pro-rata basis relative to the staff member's fraction of employment. Members of staff should be aware that Domestic Violence Leave is non-cumulative.

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

- seeking medical and legal assistance;
- attending court appearances;
- counselling;
- relocation; or
- to make other safety arrangements.

- 3.2** In addition to 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, supervisor and the Director, Human Resources.

4. Roles and Responsibilities

4.1 Managers and Supervisors

Managers and supervisors are responsible for:

- Offering support to staff members who may require assistance as a result of experiencing the effects of domestic violence;
- Providing advice to staff members about the University's Employee Assistance Program;
- Considering seeking advice from the Manager Assist service, provided by the University's Employee Assistance Program, to support staff members who may require assistance as a result of experiencing the effects of domestic violence;
- Seeking advice as necessary from Human Resources;
- Approving the staff members leave application.

4.2 Staff Members

- Should consider seeking support from the University's Employee Assistance Program;
- Should consider seeking support from their Manager or Supervisor;
- Should consider seeking advice from Human Resources; and
- Completing a leave application via Staff Connect for approval by their supervisor.

5. Confidentiality

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

6. Revisions made to this policy

Date	Major, Minor or Editorial	Description
11 March 2019	Major	Updated to incorporate the provisions of the Australian Catholic University 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.

The University may make changes to this policy and procedures 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 Human Resources.

7. Further Assistance

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](#).