

The purpose of this policy is to advise employees of their entitlement to Family and Domestic Violence Leave and the related processes.

All employees are entitled to family and domestic violence leave each year. This includes full-time, part-time and casual employees.

Employees must be experiencing family and domestic violence to be eligible to take paid family and domestic violence leave.

Application

This policy will apply to all employees of the company, including casual employees. This policy will not form part of an employee's contract of employment.

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:

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

Evidence means

any relevant documentation provided by a court, police force, family violence counsellor or a statutory declaration that establishes the requirement for the leave specified in this policy as bona-fide.

Entitlement

Pursuant to the terms of the *Fair Work Act 2009* and or a relevant national system Award, an employee experiencing family and domestic violence is entitled to five (5) days' unpaid leave where they need to do something to deal with the impact of the family and domestic violence and it is impractical for the employee to do that thing outside their ordinary hours of work.

The entitlement arising out of this policy is available in full at the start of each twelve (12) month period of the employee's employment. The entitlement does not accumulate from year to year.

Responsibilities

Employees are required to:

- a) complete a leave application and submit it to the manager for approval.
- b) provide notice to the company as soon as practicable of the requirement to take leave.
- c) advise the company of the expected period of leave.

- d) provide the company, when requested to do so, with evidence that the leave is taken for the specified purpose.

Manager is responsible for:

- a) ensuring that they deal with an employee's application for this type of leave and the surrounding issues with sensitivity.
- b) taking all reasonable steps to ensure any information that is disclosed to the company as a result of this policy will be treated confidentially as far as reasonably practical to do so.
- c) seek assistance and further advice if they are unsure how to manage an issue arising from the application of this policy.

Further assistance

Any employee who requires assistance in understanding this policy should first consult their manager.

Policy Reference

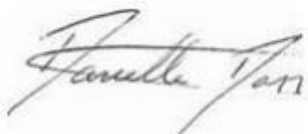
This policy adheres to all guidelines and information as outlined in the [fairwork.gov.au](https://www.fairwork.gov.au/policy-on-family-and-domestic-violence-leave) policy on Family and domestic violence leave <https://www.fairwork.gov.au/leave/family-and-domestic-violence-leave>

Policy Review

This policy must be reviewed and where appropriate amended by *Danielle Don (Director)* every 2 years or sooner.

This policy commences on 21/04/2023.

Danielle Don

A handwritten signature in black ink that reads "Danielle Don".

Danielle Don

Director/Interpreter

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