

# Domestic and Family Violence Leave Guideline

This document provides a framework to support Employees accessing paid leave in the event of family and domestic violence in line with the Domestic and Family Violence [Procedure](#) (Australia).

## What is it?

All staff experiencing or affected by domestic and family violence have access to a range of leave and reasonable work adjustments as outlined in the Enterprise Agreement and under the [Fair Work Act 2009](#). adjustments may include but are not limited to:

- a. paid or further unpaid leave

For Australia the current provision is 20 days of paid leave per anniversary year.

## Who is eligible?

This Domestic and Family Violence procedure applies to all staff, students researchers, contractors, visitors and volunteers of the RMIT's campuses and controlled entities in Australia. A separate procedure applies to RMIT Vietnam.

The paid leave is available to all fixed term, continuing and casual staff members.

## What evidence is required?

Staff members seeking to access leave or reasonable work adjustments may be required to provide evidence or documentary proof of their domestic and family violence situation. This may be in the form of an agreed document issued by Safer Community or by the Police, a Court, a doctor, a District Nurse, a Maternal and Health Care Nurse, a Family Violence Support Service or lawyer. This information will be treated confidentially.

RMIT acknowledges that staff affected by domestic and family violence may not be in a position to provide evidence or supporting documentation. A staff member's access to leave and other support options should not be denied in the absence of evidence or supporting documentation.

## More information

- Health and Safety [webpage](#)
- Learn about our [security services](#) and staying safe while working on campus
- For further information or to log a ticket, contact [People Connect](#)

## Appendices

- a) Administering Paid Leave Checklist
- b) Example of external initial email communication to Requestor
- c) Example of external secondary support email communication to Requestor

### a) Administering Paid Leave Checklist

Step	Responsible Person	Action	Complete
1)	Safer Community /HSW Rep/People Partner/PWR *the order of actions may vary depending on how RMIT was notified and who was notified	<p>For a Non-casual staff member, information to be collated at this step:</p> <ul style="list-style-type: none"> <li>• Name</li> <li>• E number</li> <li>• Dates the Paid leave is to be applied for</li> </ul> <p>*For casual staff, additional information to be collated at this step:</p> <ul style="list-style-type: none"> <li>• Confirmation from the casual's Manager that those were the expected hours to have worked (if consent provided)</li> <li>• If more than one casual position held, which position the hours relate to</li> <li>• Start time, end time, break time start, break end time for each day expected to have worked</li> <li>• Time entry code (rate of pay)</li> </ul> <p>Notify:</p> <ul style="list-style-type: none"> <li>• People Connect team</li> </ul> <p>Support:</p> <ul style="list-style-type: none"> <li>• Employee with additional information on support services if required</li> </ul>	
2)	People Connect Advisor	<ul style="list-style-type: none"> <li>• Commence internal processes once notified</li> </ul>	

**b) Example of external initial email communication to Requestor**

Hi (insert employee’s name),

Thank you for your enquiry to People Connect in relation to Paid Leave. I can certainly assist you and support you through the process.

Firstly, I will need the following from you:

- Name
- E number
- Dates the Paid leave is being applied for
- Any supporting information or documents for the application. Please feel free to refer to the [Procedure](#).

Once this is received I can assist in administering this leave into Workday. The current provision is 20 days of paid leave per anniversary year.

(Add further paragraph below if the staff member is a Casual)

We will require further information in regards to what your expected hours of work would have been during this period. Please proceed to fill in the table below. Your manager will need to confirm that these were your expected casual hours.

Casual Position hours relate to	Time Code	Entry	Date and Start Time	Date and End Time	Break Start	Time	Break Time End	Total Hours worked
Example only Admin Officer	TUTORIAL		01/03/2023 9AM	01/03/2023 5PM	12PM		1PM	7 HRS

Kind regards,  
People Connect

**c) Example of external secondary support email communication to Requestor**

Hi (insert employee’s name),

We are here to support you if you would like further assistance. We do have a number of support services available to you such as our Safer Community team. With your consent, Safer Community can provide advisory support to the relevant People Business Partner to support work adjustments, leave and safety planning. You can contact our Safer Community team via phone on 9925 2396 or the link below: <https://www.rmit.edu.au/staff/service-connect/safety-wellbeing/safer-community>

If you feel you would like to speak with someone at this time, please also consider reaching out to our Employee Assistance Program which is available to staff and their families at no cost for guidance and support. The EAP can help staff and their immediate family members with problems that affect psychological or emotional well-being. All programs are free and totally confidential.

Further Information and support is available below:

EAP LINK: <https://www.rmit.edu.au/staff/service-connect/safety-wellbeing/employee-assistance-program>

Wellbeing Hub LINK: <https://rmiteduau.sharepoint.com/sites/wellbeinghub>

Safe Zone app LINK: <https://www.rmit.edu.au/staff/service-connect/safety-wellbeing/security/safe-zone>

I have also included the quick reference guide on how to 'Add and Update Personal Data' should you wish to update your emergency contact details on Workday-  
<https://www.rmit.edu.au/content/dam/rmit/au/en/staff/documents/service-connect/wd-user-guides/hr/add-and-update-personal-data.pdf>

I will leave this enquiry open for now until the leave has been entered into Workday for you.

Kind regards,  
People Connect

## Document history

Version	Effective Date	Authority	Author
V1.0	8 May 2023	Domestic and Family Violence Procedure	Service Quality Advisor, People Connect