



Family and Domestic Violence Leave Policy

Policy statement

ANC recognises the serious negative impact that domestic violence can have on an employee and those around them. This policy provides information about Family and Domestic Violence Leave to employees who may need to access leave to deal with the impact of family and domestic violence.

1. Scope

This policy applies to all employees of ANC.

2. Definitions

<i>Family and domestic violence</i>	Violent, threatening or other abusive behaviour by an employee's close relative, a current or former intimate partner, or a member of their household, that seeks to coerce or control the employee and that causes them harm or fear
<i>Close relative</i>	<ul style="list-style-type: none">• an employee's<ul style="list-style-type: none">○ spouse or former spouse○ de facto partner or former de facto partner○ child○ parent○ grandparent○ grandchild○ sibling• a child, parent, grandparent, grandchild or sibling of an employee's current or former spouse or de fact partner• a person related to the employee according to Aboriginal or Torres Strait Islander kinship rules

3. General principles

Paid leave is available where an employee needs to do something to deal with the impact of the family and domestic violence and it is impractical for the employee to do this outside of their ordinary hours of work.

This could include:

- making arrangements for their safety, or the safety of a close relative (including relocation)
- attending court hearings
- accessing police services
- attending counselling
- attending appointments with medical, financial or legal professionals.

4. Entitlement to paid leave

Each employee is entitled to 10 days paid leave to deal with family and domestic violence from their first day of employment. The 10 days renews on their work anniversary each year.

The leave is not pro-rated for part time or casual employees.

The leave does not accumulate from year to year if it is not used.

The leave can be taken as single or multiple days. A period of leave may be less than a day by agreement between the employee and ANC.

5. Notice requirements

Employees must give their employer notice of the taking of leave as soon as practicable (which may be a time after the leave has started) and advise the expected period of the leave.

6. Evidence requirements

Employees may be required to provide evidence to show that they need to do something to deal with family and domestic violence and it's not practical to do that outside their hours of work.

Depending on the circumstances, evidence may include a medical certificate, a document issued by the police service, a court or a family violence support service, or a statutory declaration.

7. Requesting leave

For safety reasons, any leave taken will be displayed in an employee's payslip in a confidential way. Employees or their managers should advise payroll@ancdelivers.com.au to access this leave and to understand how it will be displayed.

Confidential support, information or questions may also be directed to anyone in the People & Culture team.

8. Confidentiality

ANC recognises the sensitivity of information concerning an employee's experience of family and domestic violence and as such will take steps to ensure any disclosure or information concerning an employee is treated confidentially, as far as it is reasonably practicable to do so.

However, this does not prevent ANC from disclosing information provided by an employee if the disclosure is required by an Australian law or is necessary to protect the life, health or safety of the employee or another person.

9. Support services

Confidential information, counselling and support for people impacted by domestic and family violence is available at [1800 RESPECT](https://www.1800respect.org.au), the national sexual assault, domestic and family violence counselling service.

You may also access confidential support delivered by experienced health professional across a wide range of work, health, family, and life issues at no cost to you by contacting ANC's Welfare Assistance Program via Assure. For free, confidential counselling and support with an independent professional, you can call them on **1800 808 374**.

10. Variation

From time-to-time ANC may make changes to this policy to improve the effectiveness of its operation or comply with legislative changes.

11. References

Refer to www.fairwork.gov.au for more information.

Revision History					
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