



PROCEDURE	
Family and Domestic Violence Leave	
Scope (Staff):	All employees
Scope (Area):	All areas of Child and Adolescent Health Service (CAHS)
Child Safe Organisation Statement of Commitment	
<p>The Child and Adolescent Health Service (CAHS) commits to being a child safe organisation by meeting the National Child Safe Principles and National Child Safe Standards. This is a commitment to a strong culture supported by robust policies and procedures to ensure the safety and wellbeing of children at CAHS.</p>	

Contents

Aim	1
Background.....	1
Definitions	1
Family and Domestic Violence Leave Entitlement.....	2
Confidentiality	3
Leave Application Process.....	3
FDV Leave Bookings	4
Record Keeping.....	6
Dispute Resolution.....	6
Queries	7
Appendix 1: Checklist for Managers.....	9
Appendix 2: Sample FDV Leave Tracking Sheet.....	10

Aim

To outline the process for Family and Domestic Violence Leave applications.

Background

The WA Premier’s Circular 2017/07: Family and Domestic Violence – Paid Leave and Workplace Support states the Government’s commitment to providing workplace support measures to employees in situations of family and domestic violence (FDV). One aspect of this is the introduction of an additional leave entitlement for all employees, including casuals.

The Department of Mines, Industry Regulation and Safety subsequently released Circular No 5 of 2017 – Family and Domestic Violence – Paid Leave and Workplace Support Guidelines to support the Premier’s Circular.

Employee: a person who is engaged in an employment contract at the Child and Adolescent Health Service, whether on a full-time or part-time, permanent, fixed term contract / temporary, casual or sessional basis

Family and domestic violence (FDV): includes behaviour towards a family member that:

- is physically or sexually abusive; or
- is emotionally or psychologically abusive; or
- is economically abusive; or
- is threatening; or
- is coercive; or
- in any other way controls or dominates the family or household member and causes that person to feel fear for their safety or wellbeing or that of another person; or
- causes a child to hear or witness, or otherwise be exposed to the effects of, such behaviour.
 - This definition is in accordance with the [Restraining Orders Act 1997](#) (new Section 5A) as amended by the [Restraining Orders and Related Legislation Amendment \(Family Violence\) Act 2016](#).

Family and Domestic Violence Leave Entitlement

- An employee experiencing FDV will have access to ten (10) non-cumulative days per calendar year of paid FDV leave in addition to their existing leave entitlements.
- FDV leave will be paid at the full rate of pay as if the day was worked.
 - Payment for FDV leave shall only be made for those hours that would normally have been worked had the employee not been on FDV leave.
- Upon exhaustion of the FDV paid leave entitlement, an employee will be entitled to up to two (2) days unpaid FDV leave on each occasion that they need it.
 - There is no requirement for employees to have exhausted other forms of leave in order to access the unpaid FDV leave entitlement.
- FDV leave can be used for activities related to family and domestic violence.
 - Such activities may include but are not limited to attendance at medical appointments; legal proceedings; counselling; appointments with a medical or legal practitioner; relocation or making other safety arrangements; and matters of a compassionate or pressing nature which arise without notice and require immediate attention.
- Subject to the employer's approval of the application, FDV leave may be taken as whole or part days off.
- Casual employees who are not able to attend scheduled work because of FDV related activities will be entitled to up to ten (10) days FDV paid leave according to their regular work patterns on a case-by-case basis.
 - Casual employees should not be overlooked or denied future work because of an application for FDV leave.

- FDV leave does not affect salary increment dates, long service leave entitlements or annual leave entitlements.
 - Subject to the leave provisions of an employee's industrial instrument, an employee experiencing FDV may use other leave entitlements.
 - Refer to the [WA Health Awards and Agreements Library](#) for other forms of leave.

Confidentiality

- CAHS will take all reasonable steps to ensure any information disclosed by employees regarding FDV via their leave application process is kept strictly confidential.
- Only the employee will retain a copy of evidence for accessing FDV leave and information will not be kept on the employee's personnel file.
- An employee who discloses FDV should be made aware of how their leave application will be managed and processed with Health Support Services (HSS).
- While the privacy of employees will be respected, disclosure within the organisation may occur on a need-to-know basis, or, where there are concerns for the safety of any employee / patient / client or visitor.
- Where possible, disclosure will only occur with the prior consent of the employee.
- Any unnecessary breaches of confidentiality may be cause for disciplinary action.

Leave Application Process

- Employees may make applications for leave to deal with activities related to FDV. Managers will assess each application and give consideration to the personal circumstances of the employee seeking the leave.
- The employee shall give their manager notice as soon as reasonably practicable of their need to take FDV leave.
- Managers are to treat employee requests for FDV leave with sensitivity, compassion and confidentiality.
- Managers are to ensure that decisions on FDV leave requests:
 - consider the personal circumstances of the employee seeking the leave in a non-judgmental manner;
 - It is important to recognise and have respect for employees' cultural and ethnic background, gender, sexual orientation, disability and age.
 - take into consideration issues such as employee's safety, health and wellbeing, fairness and equity; and
 - are made in accordance with the relevant industrial instrument.
- Supporting evidence outlining reasons for absence due to FDV may be required to access paid leave entitlements.
 - Leave can be granted without supporting documentation when the employer is satisfied that it is not required.

- Evidence may be in the form of but not limited to: a document issued by the police, a court, a legal service, a health professional or a counsellor, or a refuge service.
 - A statutory declaration may be accepted.
- Employees experiencing FDV who may not be in a position to immediately provide supporting documentation should not be denied FDV leave in the absence of evidence.
- Evidence will be dealt with in accordance with the confidentiality provisions in the Premier's Circular, [confidentiality](#) section of this document and organisational policies.
 - Managers are to sight evidence, however only the employee will retain a copy of the evidence and information will **NOT** be kept on an employee's personnel file.

FDV Leave Bookings

- Mandatory requirements for leave bookings apply to FDV leave.
- FDV leave will be booked as '**Special Leave**' with or without pay.
 - Special Leave is a generic leave category used for non-typical leave types and does not identify the reason for the absence.
- For employees on RoStar, the manager must ensure that a 'special leave' booking is reflected in RoStar.
 - To protect confidentiality, wherever possible **NO** disclosure should be made as to the purpose of the special leave.
- All other employees are to submit an appropriate HSS leave form for the manager's approval as soon as practicable including either an eL3 eForm, L1 (Leave Doctors) or L2 (Leave Non-Medical).
 - Refer to [HSS Excel and PDF Forms Search](#).
 - Note: Special Leave cannot be booked via MyHR for Alesco users.
- In the 'Comments' section of the electronic and Excel / Acrobat leave forms, the employee can indicate 'without pay' if the FDV entitlement has been exhausted.
 - In order to protect the confidentiality of the employee, **NO** information about the reason for the special leave is to be included in the "Comments" section.
- When approving electronic leave application form eL3, the manager will record on the leave form in the "Additional Information" section that "evidence has been sighted."
 - To ensure confidentiality, **NO** specific information about the evidence or reason for the special leave is to be included.

eL3 Form

Approver 1

Approver Name: Phone: HE Number: Date:

Mandatory Approvals

These are the approvals that HSS requires to process the form. Only complete if you have the appropriate authorisation.
Note: This form can be sent to any number of approvers (above) if your site has additional approval requirements.

Manager/Supervisor

Additional Information:

Attachments

Insert row

- When approving the Excel / Acrobat leave application forms L1 and L2, the manager will tick “yes” under “reasonable evidence given”.
 - To ensure confidentiality, **NO** specific information about the evidence or reason for the special leave is to be included on the form.

Excel / Acrobat Leave forms

L2 LEAVE NON MEDICAL

Page 2

(E) MANAGER APPROVAL :

*Approved: Yes No

Medical Certificate sighted/Reasonable evidence given: Yes No

Please provide a comment below, if **NOT** approved:

Medical Certificate: Attached To follow

Data Entry Point: Already recorded in Lattice Already recorded in RoStar

Employee RoStar Admin Unit:

Leave relief arrangements made Leave being covered by...

Employee Number: Family Name:

Given Name(s):

*Manager/Supervisor Name: *Telephone/Ext: *HE Number: *Date:

(F) MANAGER / SUPERVISOR APPROVAL :

Approved: Yes No

Medical Certificate sighted/Reasonable evidence given: Yes No

Comments: (if leave not approved)

Data Entry Point: Already recorded in Lattice Already recorded in RoStar

*Manager/Supervisor Name:

*Telephone/Ext:

*HE Number: H E

*Date:

D D M M Y Y Y Y

Email to HSS

- If an employee has made any reference to FDV on the leave form, the Manager has discretion to remove it to maintain employee's confidentiality following discussion with the employee.
- If the paid FDV leave entitlement is exhausted and the employee is utilising other leave entitlements for FDV reasons, the employee should book the relevant leave type. Processes in relation to confidentiality, evidence and commentary on leave forms is to be consistent with 4.3 to 4.8 of this procedure.
- A checklist for Managers on FDV leave applications is available.
 - Refer to [Appendix 1](#).

Record Keeping

- Managers are responsible for ensuring a record of the FDV entitlement utilised by their employees is kept.
 - The FDV Leave Tracking sheet template is to be used for this purpose and stored securely in RM8 by Human Resources.
 - Refer to [Appendix 2](#).
- FDV disclosure and leave request records must be managed and stored in a similar way to other sensitive employee-related records such as grievances or disciplinary matters.
- Storage and retention of documentation is to be compliant with the CAHS Records Management Plan.
- Records related to FDV must be marked confidential and access confined to the manager, an employee acting in the manager's position and Human Resources.
- Only the employee will retain a copy of the evidence and information will not be kept on an employee's personnel file.

Dispute Resolution

- An employee who is not satisfied with the management of their leave requests for FDV reasons or who feels discriminated against because of their disclosure of,

experience of, or perceived experience of FDV may lodge a dispute pursuant to the process provided by the dispute settlement procedures of the [relevant industrial instrument](#) as well as the [WA Health Employee Grievance Resolution Policy](#) and the [Employee Grievance Resolution Guideline](#) (CAHS Policy Manual).

Queries

- Contact CAHS Human Resources via 6456 5266 or CAHS.HR@health.wa.gov.au.


Related internal policies, procedures and guidelines
CAHS Family and Domestic Violence Factsheet
Manager's Guide: Supporting employees experiencing family and domestic violence
CAHS Recordkeeping Plan 2015027
Employee Grievance Resolution Guideline (CAHS Policy Manual)

References
Premier's Circular – Family and domestic violence, paid leave and workplace support
Circular No 5 of 2017 – Family and Domestic Violence – Paid Leave and Workplace Support Guidelines
Restraining Orders Act 1997 (new Section 5A) as amended by the Restraining Orders and Related Legislation Amendment (Family Violence) Act 2016 .
Equal Opportunity Act 1984 (WA)
Public Sector Commission's Grievance Resolution Standard
WA Health Industrial Instruments / Awards and Agreements Library
WA Health Employee Grievance Resolution Policy

Useful resources (including related forms)
HSS Excel and PDF Forms Search
Employee Assistance Program

Family and Domestic Violence Leave

This document can be made available in alternative formats on request for a person with a disability.

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Appendix 1: Checklist for Managers

Family & Domestic Violence (FDV)

Leave application

When an employee requests FDV leave, managers are to ensure:

- Leave is booked in RoStar or via HSS leave application forms.
- Leave application does not contain any information of the FDV matter.
- Indicate / tick box in leave form that evidence has been sighted.
 - Any evidence produced by the employee is sighted and returned to the employee.
 - Only the employee will retain a copy of evidence for accessing FDV leave and information will not be kept on the employee's personnel file.
- Advice of leave is sent to HR to be recorded on the secured CAHS tracking sheet (see [Appendix 2](#)).
 - Tracking sheet is to be stored in a similar way to other sensitive employee-related records such as grievances or disciplinary matters and as per the CAHS Records Management Plan.
 - Tracking sheet is marked confidential and access confined to Human Resources.
- An outgoing manager must provide a handover to the new manager with regard to monitoring FDV leave utilisation and ensuring an awareness of the employees' health and wellbeing.

Additional items

Managers should also;

- Remind employees of the availability of the Employee Assistance Program should they need support.
- Provide a handover to the employee's new manager to maintain awareness of the employee's wellbeing and to monitor the utilisation of FDV leave where an employee moves to another health service provider or within government.

Appendix 2: Sample FDV Leave Tracking Sheet

Confidential

Managers have the responsibility of ensuring Family and Domestic Violence is tracked appropriately for the purposes of compliance with the Premiers Circular entitlement.

Human Resources will secure the tracking sheet centrally to ensure corporate compliance.

Family and Domestic Violence Leave Tracking Sheet		
Employee Number	Date/s of Leave	Evidence sighted Yes/No
	To	
	To	
	To	
	To	
	To	
	To	
	To	
	To	