



Domestic Violence Leave Process

What	How	Who
An application for Domestic Violence is completed and given to Manager/Consultant	By email or in person completing the relevant application form and providing proof (refer Policy)	Employee
Check the employee is eligible for domestic violence leave (Note: eligibility for flexible working arrangements can be applied for at any time and there is no limit on the number of requests that can be made)	Has completed 6 months continuous employment, and has not taken this type of leave within a 12 month period previously	Manager/Consultant
Consider the application	Is it for leave and/or flexible working arrangements? Has the employee provided proof in accordance with the Policy? Flexible working arrangements can be declined – refer to Policy. If declining it must be for a clear reason and able to be justified and demonstrable such as no proof or cannot be accommodated due to grounds. Do we need to consider a workplace safety plan? Discuss with HR for advice	Manager/Consultant/HR
Provide recommendation and seek approval from GM	May discuss verbally but approval required in writing via email	Manager/Consultant
Draft outcome letter	Manager/Consultant to provide details to HR and they will draft letter(for consistency)	HR
Provide outcome to employee	In writing within 10 days of application being received	Manager/Consultant

Action application	Send details to payroll Keep details on a register noting expiry date of any flexible working arrangements	HR
Return to work	Phone the employee prior to their first day back, check: <ul style="list-style-type: none">• How they are and what support they might need• Do we need to consider a workplace safety plan?	Manager/Consultant

In all cases confidentiality must be maintained as far as is practicably possible and permitted by law.