

# PERTH FESTIVAL

## PERTH FESTIVAL FAMILY DOMESTIC VIOLENCE LEAVE POLICY

**Who does this policy apply to?** This policy applies to all full-time, part-time and casual team members.

**When does this policy come into effect?** This policy comes into effect from 1 February 2023. All leave entitlements set out below come into effect on that date.

**What is Family and Domestic Violence Leave?** Family and Domestic Violence (FDV) leave is 10 days of paid leave per annum for all employees (full-time, part-time, casual). Employees can take FDV leave if they need to do something to deal with the impact of family and domestic violence. This could include, for example:

- making arrangements for their safety, or the safety of a close relative;
- attending court hearings;
- accessing police services;
- attending counselling; and / or
- attending appointments with medical, financial or legal professionals.

**How much FDV leave am I entitled to?** All full-time, part-time or casual team members are entitled to 10 days paid FDV leave per annum. The 10 days is not pro-rated for part-time or casual team members.

The 10 days leave is available upfront on commencement of your employment. That means you do not have to wait for it to accumulate over time.

The leave does not accrue from year to year but it renews on your work anniversary each year. That means each year you are awarded 10 days of FDV leave, but you will never accrue in excess of 10 days.

For example, if you started work on 12 September 2022, you will be entitled to 10 days leave from when the policy comes into effect on 1 February 2023. On 12 September 2023, regardless of how many days FDV leave you have used, your balance will reset to 10 days.

**What should I do if I need to use Family and Domestic Violence Leave?** Let your manager know as soon as possible, even if it is after the period of leave has commenced. As soon as practicable, enter a FDV leave request via MYOB ESS.

### **Who will know that I have used FDV leave?**

Perth Festival is required to keep a record of all leave taken (including FDV leave). This information is kept strictly confidential to the Payroll Officer and People & Culture team.

Perth Festival may require evidence to approve the leave. Examples of evidence could be documents issued by the police, documents issued by a court, family violence support service documents, or a statutory declaration. This information is not saved to an employee record and will not be disclosed to anyone.

The only instance that Perth Festival may disclose their knowledge of Family and Domestic Violence is if it is required to by law, or if it is necessary to protect the life, health or safety of the employee or another person.

**Will it show on my payslip that I have used FDV leave?** No. It will not show on your payslip that you have taken FDV leave. Perth Festival will be required to keep its own, private record of the leave though.

### **I am a casual employee. How does it work for me?**

You will be paid at your full rate of pay for the hours you were rostered to work in the period you take FDV leave. This includes any loadings or penalty rates.

For example, if you need to take 5 days from Friday to Tuesday to deal with the impact of family and domestic violence, and you were rostered to work 3 days (22.5 hours) across that period, you will be

paid for the full 22.5 hours plus your regular casual loading and any penalty rates that would have applied if you worked the rostered hours. Your FDV leave balance would reduce to 7 days.

### **I am a part-time employee. How does it work for me?**

If you need to take a week from Monday to Friday to deal with the impacts of family and domestic violence, and you usually work 3.5 days per week, you would be paid for your usual days and hours and your FDV leave balance would reduce to 6.5 days.

**What is the definition of Family and Domestic Violence?** Family and domestic violence means 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 both seeks to coerce or control the employee, and causes them harm or fear.

A close relative is:

- an employee's spouse or former spouse, de facto partner or former de facto partner, child, parent, grandparent, grandchild or sibling;
- a child, parent, grandparent, grandchild or sibling of an employee's current or former spouse or de facto partner; or
- a person related to the employee according to Aboriginal or Torres Strait Islander kinship rules.

### **Resources for people impacted by Family and Domestic Violence**

If you are experiencing family or domestic violence and you would like to discuss this with your manager or someone in the People & Culture team, this will be treated strictly confidentially. It will only be disclosed if required to be law, or if necessary to protect the life, health or safety of you or another person.

In addition, there are a number of 24/7 helplines you can contact:

- [1800RESPECT National Sexual Assault, Domestic Family Violence Counselling Service](#): a national telephone and online counselling and referral service. Phone: 1800 737 732.
- [Men's Domestic Violence Helpline](#): provides telephone information and referrals for men who are concerned about their violent and abusive behaviours, and for male victims of family and domestic violence in Western Australia. Phone: 1800 000 599.
- [Women's Domestic Violence Helpline](#): provides support for women, with or without children, who are experiencing family and domestic violence in Western Australia (including referrals to women's refuges). Phone: 1800 007 339.
- [Crisis Care](#): provides Western Australia's after-hours response to reported concerns for a child's safety and wellbeing and information and referrals for people experiencing crisis. Phone: 1800 199 008.
- [MensLine Australia](#): 24/7 support for men and boys dealing with family and relationship difficulties. Support for men who are concerned that their behaviour is hurting the people they care about. Phone: 1300 78 99 78.
- [Sexual Assault Resource Centre](#): provides a range of free services to people affected by sexual violence. Phone: (08) 6458 1828 or free call 1800 199 888.