



## Family Violence Leave and Flexible Working Arrangements Policy

In accordance with the Holidays Act 2003, employees affected by family violence will be entitled to a maximum of 10 days paid leave each year after six months' continuous service (**Family Violence Leave**). An employee is entitled to Family Violence Leave regardless of how long ago the family violence occurred and even if the family violence occurred before the employee became an employee.

An employee must notify AKH as early as possible before they are due to start work of the intention to take Family Violence Leave; or if that is not practicable, as soon as possible after that time.

An employee should inform the following people: the CEO or General Manager.

The reasons for taking Family Violence Leave may include:

- Attending medical appointments and counselling;
- Attending legal proceedings;
- Seeking safe housing and making other safety arrangements;
- Visiting legal advisors or support agencies, for re-housing or re-organising childcare; or
- Any other relevant appointments.

In accordance with the Employment Relations Act 2000, an employee who qualifies for Family Violence Leave, may also request in writing a short-term (up to two month) variation of their working arrangements for the purpose of assisting the employee to deal with the effects of being affected by family violence (**Flexible Working Arrangements**). AKH will respond to a request no later than 10 working days after receiving it and will provide reasons if the request cannot be accommodated.

A request must be in writing and must include:

- The employee's name;
- The date that the request is made;
- That the request is made under Part 6AB of the Employment Relations Act;
- The variation of working arrangements and the period of time that is requested;
- The date which the employee would like the variation to start and finish;
- How the variation will assist the employee to deal with the effects of domestic violence; and
- The changes the employer may need to make to the employer's arrangements if the request is approved.

In some circumstances, AKH may require proof that an employee is affected by Family Violence before paying for Family Violence Leave or making a decision on an application for a Flexible Working Arrangements. A request for proof will be made within three days of receiving a request for Flexible Working Arrangements.

Unused Family Violence Leave does not carry over from year to year and is not paid out on termination of employment.



All requests for Family Violence Leave and flexible working arrangements will be treated confidentially. In order to protect this request, we have labelled this kind of leave in our reporting system generically so that this type of leave cannot be seen on payslips and is not obvious in reporting.

Employees experiencing Family Violence can also seek support from EAP (0800 327 669) or external assistance from:

[Shine \(link is external\)](#) 'Making homes violence free in NZ'

Free helpline 0508 744 633 provides information to victims of family violence and to those worried about a friend or family member who might be experiencing family violence.

**Family Violence Information Line** (0800 456 450) - provides self-help information and connects people to services where appropriate. It is available seven days a week, from 9am to 11pm, with an after-hours message redirecting callers in the case of an emergency.

#### **Women's Refuge**

Phone 0800 REFUGE (733 843) or visit [www.womensrefuge.org.nz](http://www.womensrefuge.org.nz) to find your local refuge.

[Are You OK? website \(link is external\)](#)

For information about family violence, what it is and where to get help.

#### **Child, Youth and Family**

Phone 0508 FAMILY (0508 326 459) if you are concerned about a child or young person.

**National Network of Stopping Violence** is a network of community organisations working to end men's violence to women and children across New Zealand.

To find your nearest office visit the [National Network of Stopping Violence website \(link is external\)](#).

**Citizens Advice Bureau** can provide free advice on your legal rights. Visit [www.cab.org.nz](http://www.cab.org.nz) or call 0800 367 222 to find your local Bureau.

[Community Law Centres \(link is external\)](#) are located throughout the country – visit <http://communitylaw.org.nz/our-law-centres/>.

**Victim Support groups** are located throughout the country – contact 0800 842 846 or visit [www.victimsupport.org.nz/contact/our-locations/](http://www.victimsupport.org.nz/contact/our-locations/) to access support close to you.

**New Zealand Police** you can visit [www.police.govt.nz/advice/family-violence/help](http://www.police.govt.nz/advice/family-violence/help) for more information about Police Safety Orders and Protection Orders

You can also seek support from your Union.