

Domestic Violence – Frequently Asked Questions

The following is intended to support the University's Domestic Violence Policy and Procedures

1. Who does the University's Domestic Violence Policy and Procedures apply to?

All staff, whole-time and part-time.

2. What is domestic violence?

Domestic violence is a pattern of abusive behaviour that is used by one person to gain and maintain power and control over another person in a domestic setting.

3. How can managers spot signs of domestic violence in their staff in the workplace?

- **Changes in behaviour:** Domestic violence can cause significant emotional trauma for the victim. Staff who are experiencing domestic violence may show changes in their behaviour, such as increased absenteeism, lateness, or reduced productivity. They may also exhibit signs of anxiety, depression, or stress. Staff who are experiencing domestic violence may have difficulty concentrating or making decisions. They may also experience difficulty interacting with colleagues and clients.
- **Physical signs:** If a staff member is a victim of domestic violence, they may suffer from physical injuries such as cuts, bruises, broken bones, or other injuries. Physical injuries or bruises that a staff member cannot explain or seems to be hiding may indicate domestic violence.
- **Harassment or stalking:** A staff member who is being harassed or stalked by an ex-partner or someone else may exhibit signs of distress or fear.
- **Control by partner:** A staff member's partner may attempt to exert control over their partner's work life. This can include preventing their partner from going to work or controlling their finances. In some cases, domestic violence can spill over into the workplace, putting the victim and other staff at risk.
- **Isolation from co-workers:** A staff member who is experiencing domestic violence may become isolated from their co-workers and avoid socializing or participating in team activities.

4. What is domestic violence leave?

Domestic violence leave is time off work for those who have, or are experiencing, domestic violence.

5. How much domestic leave can a staff member take?

If a staff member is experiencing or has experienced domestic violence in the past, they can take up to **5 days leave in any 12-month period**. This leave can also be taken by a staff member to assist a 'relevant person' who is experiencing or has experienced domestic violence in the past. Taking domestic violence leave for part of a work-day counts as 1 day of leave.

6. Who is a 'relevant person'

A 'relevant person' is one or more of the following:

- the spouse or civil partner of the staff member,
- the cohabitant of the staff member,
- a person with whom the staff member is in an intimate relationship.
- a child of the staff member who is not attained full age, or
- a person who, in relation to the staff member, is a dependent person.

7. What should the leave be used for?

The aim of the leave is to give the staff member an opportunity to:

- get medical attention
- engage with services provided by a victim service organisation
- attend psychological or other professional counselling
- organise temporary or permanent relocation
- seek an order under the Domestic Violence Act 2018
- seek advice or assistance from a legal practitioner
- seek assistance from An Garda Síochána

8. Is there a minimum service required to qualify for statutory domestic leave?

No.

9. Is notice required to take Domestic Violence leave?

While notice to take leave is preferable, a staff member does not have to notify their manager in advance of their intention to take domestic violence leave. This is because domestic violence situations may arise urgently. When a staff member takes domestic violence leave, they should notify their manager as soon as they can.

10. Who does a staff member contact if they need to take Domestic Violence Leave?

Ideally their line manager in the first instance and if for some reason this is not possible, then they can contact the Head of Workplace Relations by phone on **087 374 3519** or email aideen.gurrin@tudublin.ie. The recipient of the request will confirm the leave with the staff member and update Core Time and Attendance. Where the leave has been confirmed by the Head of Workplace Relations, they will notify the line manager.

11. How will Domestic Violence Leave be recorded?

Through Core Time and Attendance using a code which does not specifically disclose the nature of the leave. Recording of the leave will be in accordance with General Data Protection Regulations.

12. If a staff member has taken 5 days domestic violence leave in any 12-month period, what can they do if they need more time off?

The staff member may request through their line manager other types of leave (paid or unpaid) such as annual leave, force majeure, parental leave (if applicable).

13. What external supports are available to a staff member impacted by domestic violence?

- Womens Aid
- Too Into You
- Men's Development Network
- Safe Ireland
- <https://www.alwayshere.ie/>
- The Dublin Rape Crisis Centre
- Rape Crisis Help
- LGBT Ireland
- An Garda Siochana – 999/112