

LETTER VERSION

[Date]

Private and confidential

[Your name]
[Your address]
[Your phone number]
[Your job title]

Dear [manager's name]

Request for paid family and domestic violence leave

I would like to request paid family and domestic violence leave, as per my entitlements under section 106A of the *Fair Work Act 2009*.

I need to take this period of paid leave because I'm experiencing family and domestic violence and I need to do [something/various things] during my working hours to handle it.

Attached to this letter is proof of the [appointment/hearing/emergency accommodation] I need to attend.

(NB: If you don't have any relevant evidence, you should attach a statutory declaration to your letter)

Period of leave

Last day of work:

Return to work date:

Total number of working days/hours off:

Yours sincerely,

[your name]

EMAIL VERSION

Private and confidential

Dear [manager's name]

Request for paid family and domestic violence leave

I would like to request paid family and domestic violence leave, as per my entitlements under section 106A of the *Fair Work Act 2009*.

I need to take this period of paid leave because I'm experiencing family and domestic violence and I need to do [something/various things] during my working hours to handle it.

Attached to this email is proof of the [appointment/hearing/emergency accommodation] I need to attend.

(NB: If you don't have any relevant evidence, you should attach a statutory declaration to your email)

Period of leave

Last day of work:

Return to work date:

Total number of working days/hours off:

Yours sincerely,

[your name]