

## FORCE MAJEURE LEAVE POLICY & GUIDELINES

### 1. INTRODUCTION

1.1 This policy has been written with reference to the Parental Leave Act and amendments which first came into operation on 3rd December 1998.

1.2 It provides for Emergency Family (otherwise known as Force Majeure) leave which entitles an employee to take limited **paid** leave when their immediate presence is required due to the injury or illness of certain close relatives.

### 2. ENTITLEMENT

2.1 A member of staff is entitled to limited leave with pay for urgent family reasons, owing to the illness or injury of a close family member **where the immediate presence of the staff member, at the place where the ill or injured person is situated, is indispensable.**

2.2 A close relative is defined as one of the following; children or adopted children; spouses or partners/civil partners; siblings; parents; grandparents; a person to whom the employee is in “loco parentis” or “persons of such other (if any) class or classes as may be prescribed”.

2.3 Emergency family leave only relates to a situation which is not foreseeable or otherwise not generally predictable. **Routine minor and predictable illnesses to children, or other family members which invariably occur are not covered.**

2.4 Emergency family leave can be taken to a maximum of 3 days leave in any 12 month period or 5 days in any 36 month period. Absence for part of a day is counted as 1 day’s emergency family leave.

### 3. PROCEDURE

3.1 Due to the very nature of emergency family leave, prior notice of such leave cannot be given. On immediate return to work, staff wishing to avail of this leave must complete the Emergency Family (Force Majeure) Application Form which can be found on the intranet.

3.2 The Force Majeure application form must be submitted, once signed off by the Head of Department/Manager to the Human Resources Department for approval.

The Institute may seek evidence from the staff member to justify or support an application for emergency family (force majeure) leave.

### 4. QUERIES ON THIS POLICY

E-Mail: [hr@ait.ie](mailto:hr@ait.ie)