



Polasáí agus Nósanna Imeachta/Policies and Procedures

Code	QA131
Title	Force Majeure Leave
Policy Owner	Director of Human Resources
Date	12/12/2006; Latest review date: 18/09/2023
Approved By	University Management Team

1.0 Purpose

The Parental Leave Acts give all employees a limited right to time off for family emergencies caused by accident or illness ('force majeure' leave). Force Majeure Leave is paid and is separate from parental leave.

2.0 Duration and Eligibility

Three days paid force majeure leave may be taken in any one year for a family crisis where the employee's presence is indispensable. Not more than five days of force majeure leave may be taken in any three-year period.

The persons referred to in subsection (1) of the Act are:

- a. a person of whom the employee is the parent or adoptive parent
- b. the spouse of the employee or a person with whom the employee is living as husband and wife
- c. a person to whom the employee is in loco parentis
- d. a brother or sister of the employee
- e. a parent or grandparent of the employee and
- f. persons of such other (if any) class or classes as may be prescribed

Force majeure leave shall consist of one or more days on which, but for the leave, the employee would be scheduled to work in the employment concerned, but shall not exceed three days in any period of 12 months or five days in any period of 36 consecutive months. If an employee is absent for part of the day it is classed as one day for the purposes of force majeure leave.

3.0 Application Process

The [Force Majeure Leave Application Form](#) must be completed by the employee who avails of leave as soon as reasonably practical after taking of such leave. The form must be submitted to and approved by the Head of School/Unit in the first instance, and then submitted to Employee Relations, Human Resources Office for final approval.

4.0 Responsibilities

Name	Responsibility
Director of Human Resources	Policy Owner
All Staff	Inform line manager of the leave and complete the relevant leave application form as soon as possible
Line Manager	Initial approval of leave application; Read and comply with this leave policy and ensure the leave application is reviewed and submitted to HR promptly
Human Resources Office	Final approval of leave application; Review this policy on a regular basis in light of any changes in legislation



5.0 Related Documentation

- [Force Majeure leave application form](#)