



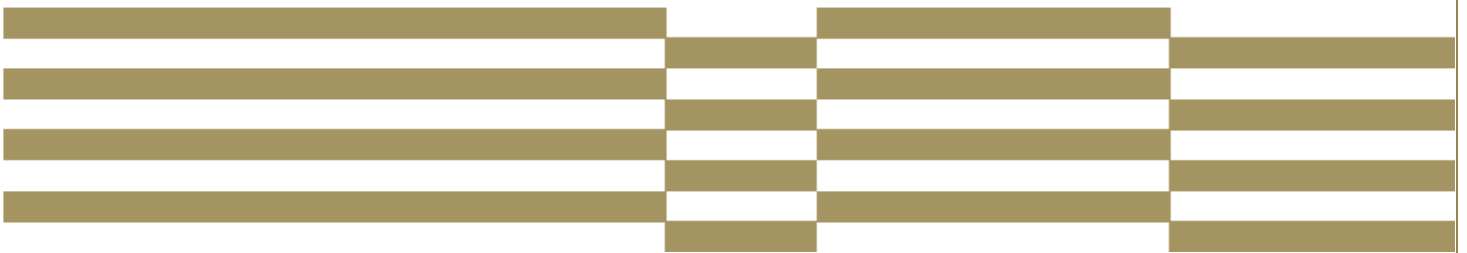
TUS

**Technological University of the Shannon:
Midlands Midwest**

Ollscoil Teicneolaíochta na Sionainne:
Lár Tíre Iarthar Láir

Force Majeure Leave Policy

Human Resources Department





Document Control Record

TUS Force Majeure Policy	
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Revision History	
Revision No	Comments/Summary of Changes
1.0	AIT/LIT policies reviewed with differences identified and agreed for a TUS Policy. All Unions consulted and changes agreed.
1.1 (June 2023)	Application method updated with the ESS procedure

1.0. Introduction

- 1.1 It is the policy of this Technological University of the Shannon: Midlands Midwest (TU), to comply with all requirements, under the Parental Leave Act, 1998 and Parental Leave (Amendment) Acts, 2006 and 2019. Force Majeure Leave is defined in these Acts as an employee's entitlement to paid time off for urgent family reasons owing to illness or injury.
- 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. During an absence on force majeure leave an employee is deemed for all purposes to be in employment.

2.0 Entitlement

- 2.1 An employee 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 employee, 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 to the employee: children or adopted children; spouses or partners/civil partners; siblings; parents; grandparents; domestic dependant, 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 working days leave, in any 12 consecutive month period, or 5 working days, in any 36 consecutive months period. Absence for part of a day, is counted as 1 day's emergency family leave.

3.0 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, employees wishing to avail of this leave must submit their application for approval via the Employee Request facility on the Employee Self Service System (ESS)

3.3 The TU may seek evidence, from the employee, to justify or support an application for emergency family (force majeure) leave.

Queries

For enquiries on this policy please contact the relevant HR Department:

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