UNIVERSITY of LIMERICK

OLLSCOIL LUIMNIGH

FORCE MAJEURE LEAVE

1. Purpose

1.1 This policy specifies the arrangements in place at the University of Limerick for the administration and monitoring of the University's Force Majeure Leave policy.

2. Scope

2.1 An employee is entitled to leave with pay for urgent family reasons, owing to the injury/illness of certain family members, requiring the immediate presence of the employee, at the place where the person is situated, is indispensable.

3. Protection of Employment Rights

3.1 During the absence on force majeure leave an employee is regarded as being in the employment of the University and retains all of his/her employment rights. Force majeure leave cannot be treated as part of any other leave (Sick Leave, Adoptive Leave, Maternity Leave, Annual Leave) to which the employee is entitled.

4. Definition of 'Family Member'

4.1 The family members referred to above are:

- A child/adoptive child of the employee;
- The spouse of the employee or a person with whom the employee is living as husband or wife;
- A person to whom the employee is in loco paretis;
- A brother or sister of the employee; and,
- A parent or grandparent of the employee.

5.0 Procedure for Notification of Force Majeure Leave

5.1 On returning to work, after an absence on force majeure leave and, as soon as is reasonably practicable, an employee must confirm to the employer that he/she has taken the leave.

6.0 Maximum Entitlement

6.1 An employee may not be absent on force majeure leave for more that 3 days in any consecutive 12 months, or 5 days in any 36 consecutive months. Absence for part of a day is counted as one day of force majeure leave.