



Ireland: Carer's Leave Policy

The purpose of carer's leave is to provide for the temporary absence from employment to facilitate the provision of full-time care and attention to a person in need of such care.

Employees with at least twelve (12) months' continuous service may be entitled to leave to provide full-time care and attention for a person requiring it, in accordance with the terms of the Carer's Leave Act 2001, for a minimum period of thirteen (13) weeks and a maximum period of one hundred and four (104) weeks. The duration of the carer's leave is to be agreed with your Manager and People & Purpose. Workday reserves the right to refuse applications for period of carer's leave that are less than thirteen (13) weeks but will give such applications due consideration.

Carer's leave may be taken in one continuous period of 104 weeks or in a number of periods, the aggregate duration of which does not exceed 104 weeks. A period of 6 months must elapse between two separate periods of carer's leave in respect of two different relevant people.

During a period of carer's leave, employees will be deemed to have been in continuous employment and their employment rights will be preserved as though they were present at work. While on carer's leave all statutory and contractual employment rights are protected except the right to compensation and benefits. An employee's right to annual leave and public holidays is maintained only during the first thirteen (13) weeks from the commencement date of the period of carer's leave.

This policy does not form part of any employee's contract of employment and Workday reserves the right to vary or amend this policy as may be necessary from time to time without prior notice.

1. Payment

The period of Carer's Leave is unpaid. Employees may be entitled to Carer's Benefit from the Department of Social Protection subject to compliance with the relevant eligibility criteria. It is your responsibility to apply to the Carer's Benefit Section of the Department of Social Protection. Carer's Benefit is based on PRSI contributions.

2. Application Process

In summary, employees must provide a minimum of six (6) weeks' written notice of an intention to commence carer's leave. In exceptional or emergency circumstances, this notice period may be waived and Workday may accept notice as soon as is reasonably practicable. The person the employee proposes to provide full time care and attention to must be deemed a relevant person by a Deciding Officer or an Appeals Officer, of the Department of Social Protection. In order to receive approval to take a period of carer's leave a written decision (confirming that the requisite criteria are satisfied) from the Deciding Officer/Appeals Officer must accompany a request for carer's leave. For full details of the application process please contact People and Purpose.

Employees must provide at least four (4) weeks' written notice of an intention to return to work.

3. On Return from Carer's Leave

Subject to the notification requirements, at the end of a carer's leave period employees will enjoy the entitlement to return to his/her usual job as far as is reasonably practicable, under terms and conditions no less favourable than those which would have applied had he/she not been absent. If this is not reasonably practicable, the employee will be offered a suitable and appropriate alternative, on no less favourable terms and conditions.