



## **Ireland: Force Majeure Leave Policy**

Force majeure leave entitles an employee to take paid leave from his or her employment where, for urgent family reasons, owing to an injury to or the illness of a specified person (as described in the "Eligibility" section below), the immediate presence of the employee at the place where the person is, whether at his or her home or elsewhere, is indispensable. As such, this type of leave is available where the need for the employee's presence is urgent, immediate and indispensable.

### **Eligibility**

Force majeure leave may be taken by an employee where his or her presence is urgent, immediate and indispensable in respect of an injury to, or the illness of, one or more of the following:

1. a child or adoptive child of the employee;
2. a person to whom the employee is in loco parentis;
3. the spouse of the employee or a person with whom the employee is living as husband or wife;
4. a brother or sister of the employee;
5. a parent or grandparent of the employee; and
6. a person other than one listed above at points (a) to (e), who resides with the employee in a relationship of domestic dependency (i.e. where, in the event of injury or illness, one reasonably relies on the other to make arrangements for the provision of care. This may include the employee's partner or housemate.).

Please be advised that force majeure leave is applicable in the context of a very sudden illness or injury which is not foreseeable or predictable and, therefore, the necessity to avail of this leave cannot be forecast. Accordingly, by way of example only, force majeure leave is not applicable in respect of the following (non-exhaustive) list of instances: routine or minor injuries, foreseeable illnesses, prior medical appointments and pre-existing conditions.

### **Entitlement**

You are entitled to a maximum of three (3) days' paid force majeure leave in any period of twelve (12) consecutive months or a maximum of five (5) days' force majeure leave in any period of thirty-six (36) consecutive months.

Absence for part of a day is counted as one full day of force majeure leave.

Absence from employment while on force majeure leave shall not be treated as part of any other leave from the employment (including sick leave, annual leave etc.) to which the employee concerned is entitled.

## **Procedures**

We recognise that it is not always feasible for employees to give notice requesting force majeure leave so we ask that an employee make contact with his/her manager on the first day of absence to discuss the reasons for taking force majeure leave.

Once you return to work please enter the Force Majeure leave in Workday.

## **Protection of Employment Rights**

An employee shall, while on force majeure leave, be regarded for all purposes relating to his or her employment as still working in the employment concerned and none of his or her rights relating to the employment shall be affected by the leave.

## **Policy**

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.