



Force Majeure Policy

Version 2

Purpose:	The purpose of Force Majeure leave entitles an employee to take emergency limited paid leave from work when their presence is required due to the injury or illness of certain close relatives.
Circulation:	This document is available for all to review and will be published on the Institute's website.
Policy author:	Human Resource Department & EDI Office
Policy Owner:	Vice President for Finance, Resources & Diversity
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1. Introduction

If you have a family crisis, you have a right to limited time off work. This is called *force majeure leave*. You may need to take force majeure leave for an urgent family reason, such as the unexpected injury or illness of a 'close family member'.

2. Eligibility

A member of staff 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 staff member, at the place where the ill or injured person is situated, is indispensable. 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.

A close relative is defined as one of the following:

- Children or adopted children
- Spouses or partners/civil partners
- Siblings
- Parents
- Grandparents
- Person to whom the employee is in "loco parentis" or "persons of such other (if any) class or classes as may be prescribed".

Emergency family leave can be taken as follows:

- One day only per emergency
- Maximum of 3 days leave in any 12-month period
- Maximum 5 days in a rolling 36-month period.
- Absence for part of a day is counted as 1 day's emergency family leave.

3. Application Procedure

Due to the very nature of emergency family leave, prior notice of such leave cannot be given. On immediate return to work, staff wishing to avail of this leave must complete the Force Majeure Application Form which can be found on the HR webpage at:

[Forms | Dundalk Institute of Technology \(dkit.ie\)](#)

This Application Form must be submitted to the Human Resources Department for approval. The Institute may seek evidence from the staff member to justify or support an application for force majeure leave.

[Further details can be obtained by emailing \[hr@dkit.ie\]\(mailto:hr@dkit.ie\)](#)