



Leave for Medical Care Purposes Policy

Leave for medical care purposes is a short-term unpaid leave that employees can avail of for the purposes of providing personal care or support to certain specified persons.

Entitlement

An employee is entitled to unpaid leave where one of the following persons is in need of significant care or support for a serious medical reason:

- (i) a person of whom the employee is the relevant parent;
- (ii) the spouse or civil partner of the employee;
- (iii) the cohabitant of the employee;
- (iv) a parent or grandparent of the employee;
- (v) a brother or sister of the employee;
- (vi) a person, other than one specified in any of subparagraphs (i) to (v), who resides in the same household as the employee.

A person is considered to be in need of significant care or support for a serious medical reason where, owing to the person's disability, injury or illness, he or she requires such care or support that includes the presence of the employee at the place where the person is.

Leave for medical care purposes shall consist of one or more days on which, but for the leave, the employee would be working. The entitlement applies when the presence of the employee is required at the place where the disabled/ill/injured person is located.

The leave shall not exceed 5 days in any period of 12 consecutive months and shall not be taken in a period of less than one day. Part days shall be regarded as full days for the purposes of the maximum number of days an employee can take. There is no minimum service requirement for the leave.

Applying for the leave

Due to the nature of *leave for medical care purposes* it may not be possible to apply for the leave in advance. However, where it is possible to provide advance notice of an intention to take leave for medical care purposes, employees are encouraged to do so.

When an employee takes or intends to take the leave, an employee is required to inform the organisation as soon as reasonably practicable. An employee must complete and sign a *confirmation to employer of leave for medical care purposes* document, which is available on the [HR policies webpage](#), specifying the date of the commencement of the leave for medical care purposes, its duration and outlining the facts entitling the employee to the leave and their relationship to the specified person. The employee may also be required to provide relevant evidence in relation to the person for whom the relevant care or support is or is proposed to be provided. This may include a certificate signed by a medical practitioner or such other evidence as the employer may require in order to show that the person concerned was in need of significant care or support for a serious medical reason.

On receipt of a confirmation document, the employer will retain the confirmation and will provide a written acknowledgement of the receipt of the confirmation.

Employment rights protection

All your employment rights, except remuneration, are protected while you are on leave for medical care purposes. You will return to your normal job on completion of the period of leave.

Human Resources Office 03 March 2025