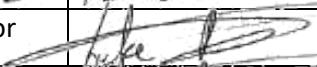


**DOCUMENT TITLE:** Force Majeure Leave And Unpaid Time Off For Dependents

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<b>Prepared By</b>	Luke Deasy	Managing Director		10/02/2023	1.01
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**FORCE MAJEURE LEAVE AND UNPAID TIME OFF FOR DEPENDANTS POLICY:**

Force majeure leave allows paid leave for urgent family reasons owing to the illness/injury of an immediate family member, where the presence of the employee of the ill/injured person is indispensable. This leave is limited to 3 days in a year and five days over 3 consecutive years. Absence for part of a day is counted as one day of force majeure leave. Force majeure leave is granted in accordance with section 13 of the Parental Leave Act 1998-2023 (as amended)

Due to the nature of force majeure leave, prior notice cannot be given. However, you are required to inform the organisation as soon as possible on the first day of absence. On return to work, you will need to discuss the reasons for taking the leave, and you may be required to provide evidence of the injury or illness of the relevant person

Your Manager will conduct a review of the application and will confirm whether or not the leave will be treated as force majeure leave.

Medical appointments for which your presence is necessary and for which you have prior knowledge will not be deemed eligible for force majeure leave.

In addition to an employees entitlement to force majeure leave, in accordance with, and subject to, the Work Life Balance and Miscellaneous Provisions Act 2023, you have the right to take a reasonable period of unpaid time off work to deal with an unexpected emergency involving a dependant. What is reasonable will depend upon individual circumstances, but, in many cases, it will be one or two days. In total, you have a right to five days unpaid medical leave in a twelve-month period to provide significant care or support for a serious medical reason for a person that is a dependant.

A 'dependant' is defined in law as your spouse/civil partner, child, parent, grandparent, brother or sister, or a person who lives in the same household as you but who is not your

tenant, lodger or employee. In cases of illness, injury or where care arrangements break down, a dependant may also be someone who reasonably relies on you for assistance. This may be where you are the primary carer or the only person who can help in an emergency.

Examples where reasonable time off may be necessary are:

- To provide assistance if a dependant falls ill or has been involved in an accident or assaulted, including where the victim is hurt or distressed rather than injured physically.
- When a partner is having a baby.
- To make longer term care arrangements for a dependant who is ill or injured.
- To deal with the death of a dependant; for example, to make funeral arrangements or to attend a funeral.
- To deal with an unexpected disruption or breakdown in care arrangements for a dependant; for example, when the childminder or nurse fails to turn up.
- To deal with an incident involving your child during school hours; for example, if your child has been involved in a fight or is being suspended from school.

You must tell your Manager as soon as reasonably practicable the reason for your absence and how long you expect to be away from work. If you are prevented from telling us due to the nature of the emergency, you must explain the reason for the absence on your return to work. If you are required to leave the office at short notice, you should provide a handover to your Manager or peer to ensure business continuity.



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Luke Deasy  
Managing Director