

Diocese of Elphin – HR Policy Handbook

Document Name: Force Majeure Leave Policy
Document No: 6.1.11 (original)
Effective Date: 15th February 2019
Written By: Frank Mitchell, HR Advisor
Approved By: +Kevin Doran, Bishop of Elphin



Operating under the patronage of Our Lady of the Immaculate Conception, the Diocese of Elphin aims to provide staff members with a safe, caring and supportive Christian environment in which to carry out their work. Work objectives are to be advanced with due regard to the needs and dignity of each staff member and with due regard for the individuals and communities the diocese serves.

This document outlines the Diocesan policy on Force Majeure Leave. It is applicable to parishes, offices, agencies and any entity operating under the governance of the Diocese of Elphin (hereafter referred to as "the employer"). Line Managers (Bishop, Priests, Deacons, Religious, Lay Personnel who supervise staff members) are responsible for communicating this policy and having it signed off by their staff member(s).

Introduction

Force majeure leave is short-term paid leave that staff members can avail of to enable them to deal with family emergencies, resulting from the sudden injury or illness of a family member, once certain conditions have been met.

Entitlement

A staff member is entitled to paid leave owing to the urgent illness or injury of:

- a child (natural or adopted);
- a spouse/partner;
- a person to whom he or she is in loco parentis;
- a brother/sister;
- a parent/grandparent;
- a domestic dependant.

This entitlement applies only when the immediate presence of a staff member is indispensable, at the place where the ill/injured person is located.

Your entitlement to force majeure leave is limited to three days in any 12 consecutive months or five days in any 36 consecutive months. There is no service requirement for a staff member to avail of force majeure leave. Absence for part of a day is counted as one full day of force majeure leave.

Applying for the leave

Due to the nature of force majeure leave, prior notice cannot be given. However, you are required to inform "the employer" 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. You must also complete the enclosed force majeure notice document on return to work (see appendix 1). 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.

For further information please contact:

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Appendix 6.1.11(a)

Notice to employer of force majeure leave

To be completed by a staff member who takes force majeure leave, as soon as is reasonably practicable after the leave is taken.

Name of staff member: _____

Department: _____

PPS number: _____

Name and address of injured/ill member of the staff member's immediate family: _____

Relationship of staff member's immediate family member to staff member: _____

Nature of injury/illness of immediate family member: _____

Dates of emergency family (force majeure) leave: _____

I confirm that I am applying for force majeure leave on the above-mentioned date(s) because of urgent family reasons, as a result of the injury to/illness of the member of my immediate family stated above and per details stated, as a result of which my immediate presence with that family member was indispensable.

DECLARATION

I declare that the information given by me above is true, accurate and complete in all respects and I both understand and accept that if that is not the case, whether knowingly on my part or otherwise, then, following due investigation by my employer, I may be denied force majeure leave and/or liable to appropriate disciplinary action.

Signed: _____ Date: _____
 (Staff member)

Signed: _____ Date: _____
 (Manager)