



Ollscoil Chathair  
Bhaile Átha Cliath  
Dublin City University

# **Force Majeure Leave Policy**

## Introduction

Dublin City University (DCU) is committed to providing an equal, inclusive and diverse environment in which all members of the University community should expect to be able to thrive and be respected and valued for their unique perspectives and contributions. This policy specifies the arrangements in place at Dublin City University for the administration and monitoring of the University's Force Majeure Leave Policy.

## Purpose

The purpose of the Force Majeure Leave Policy is to provide clarity regarding employees' entitlement to limited time off for family emergencies caused by accident or illness. Employees are entitled to paid leave in the case of illness or injury to a defined relative and where the presence of the employee is required in accordance with the Parental Leave Acts 1998 and 2019 within Dublin City University (hereinafter referred to as the 'University').

## Scope

This policy applies to all units of the University, both academic and support, including its research centres and its wholly owned campus companies. These are all hereinafter collectively referred to as the 'University'.

## Policy Statement

It is the policy of the University to introduce and fully implement the terms and provisions of the Parental Leave Acts 1998 and 2019, having regard to the University's operational requirements.

### **Entitlement to Force Majeure Leave**

- Employees are entitled to take up to 3 days Force Majeure Leave in any 12-month period, or 5 days in a 36-month period.
- Employees may take Force Majeure Leave for an urgent family reason, such as the unexpected injury or illness of a 'close family member'.

- A close family member includes:
  - A child (including an adopted child);
  - A spouse or partner;
  - A parent or grandparent;
  - A sibling;
  - Someone to whom the employee has a duty of care (for example, acting in place of a parent, also known as loco parentis);
  - Someone with whom the employee has a relationship of 'domestic dependency' (this means the person relies on the employee to make arrangements for their care).

### **Application Process**

- The employee must notify their Head of School/Unit as soon as reasonably practical and must specify dates of Force Majeure Leave, and reason for leave.
- Application for Force Majeure Leave must be made using the Force Majeure Form available from the [HR website](#).
- The employee must complete the University's Force Majeure Leave Application Form as soon as reasonably practicable.
- The Application Form must be signed by the Head of School/Unit and submitted to HR by email to [askhr@dcu.ie](mailto:askhr@dcu.ie)
- A letter confirming the leave has been granted and recorded will be issued by HR to the employee.

### **During Force Majeure Leave**

- For the duration of the Force Majeure Leave, annual leave and public holiday entitlements will continue to be accrued. Service will also continue to remain unbroken and increments will continue to apply.
- Force Majeure Leave cannot be taken concurrently with any other form of leave.

## **Roles & Responsibilities**

### **The Employee**

- Read this policy and be aware of their entitlements as well as their obligations.
- Inform their Head of School/Unit as soon as possible of their need to take Force Majeure Leave.
- Ensure that the Force Majeure Leave Form, signed by the Head of School/Unit is submitted to HR by email ([askhr.ie](mailto:askhr.ie)), as soon as reasonably practicable.
- Keep a record of the documentation and paperwork issued in relation to their leave request.
- Engage in discussions with their Line Manager regarding their return from leave and to explore any support that may be appropriate.

## **The Line Manager**

- Read this policy and be aware of employees' entitlements.
- Seek guidance and support from HR on the implementation of the policy.
- Provide relevant support to the employee, including supports available under the Employee Assistance Service.
- Consider and explore any employee request for additional time off, such as unpaid leave, using annual leave entitlements, etc.
- Upon the employee's return from leave, ensure a discussion takes place with the employee in order to assist them with their return.

## **Human Resources**

- Help ensure that employees are aware of the content of this policy.
- Respond promptly to requests from employees for Force Majeure Leave.
- Process all applications for Force Majeure Leave in a timely manner.
- Will have final approval of Force Majeure Leave having regard to all information relating to the leave request.
- Issue the employee with a Force Majeure Leave letter confirming the approval of the leave.
- Ensure that all documents are sent to the employee with a copy retained by the University.
- Will update the employee's leave record and personal file.
- Provide information on support services, such as the Employee Assistance Service.
- Carry out equality monitoring of leave applications and uptake.

## **Sanctions**

The University may take appropriate action in the case of misuse of Force Majeure leave. This may include formal disciplinary action.

## **Contact**

Any queries regarding this policy should be directed to:


E: [ask.hr@dcu.ie](mailto:ask.hr@dcu.ie)

Tel: 01 700 5149

## Policy Review

This policy will be reviewed every 3 years or as soon as practicable after there has been a substantial change in any matter to which this policy refers.

## Version Control

<b>Policy Name</b>	Force Majeure Leave Policy		 Ollscoil Chathair Bhaile Átha Cliath Dublin City University
<b>Unit Owner</b>	Human Resources		
<b>Version Reference</b>	<b>Original Policy V1.0</b>	<b>Reviewed Policy V1.1</b>	
<b>Approved by</b>	Director of Human Resources	Director of Human Resources	
<b>Effective Date</b>	4 <sup>th</sup> May 2010	1 <sup>st</sup> January 2024	

End.