

6.4 Force Majeure Leave

Under the [Parental Leave Act](#), a staff member has a right to Force Majeure Leave from work, where for urgent family reasons the immediate presence of the staff member is indispensable **OR** as a result of an injury to, or illness involving a close family member.

A close family member is defined as one of the following:

- Father, step-father, father-in-law, mother, step-mother and mother-in-law of the officer
- A child or adopted child of the staff member
- The husband/wife/partner of the staff member
- Grandfather or grandmother of the staff member
- Brother or sister of the staff member
- Person to whom the staff member has a duty of care (that is, he/she is acting in loco parentis)
- Spouse, co-habiting partner or person in a relationship of domestic dependency with the staff member, including a same-sex partner

The maximum amount of leave is 3 days in any 12-month period or 5 days in a 36-month period (commencing on the first day of such leave). A staff member is entitled to be paid while on Force Majeure Leave. Absence for part of a day is counted as one day for the purpose of Force Majeure Leave.

The line manager should, before granting such leave, satisfy themselves that the circumstances which give rise to the application are justified. In determining entitlement to the leave, the following considerations apply:

1. The reason is urgent and there is no advance notification of the illness/injury (i.e. scheduled appointments are not applicable)
2. The need for the staff member's presence is immediate and could not be delayed
3. The staff member's presence is indispensable (i.e. nobody else can support the sick/injured person)

How to apply

- The staff member must notify their line manager as soon as is practicably possible, that they wish to avail of Force Majeure Leave.
- Due to the urgency of such leave, the leave may be granted verbally by the staff member's line manager and all necessary documentation completed upon the staff member's return to work.
- Immediately on the staff member's return to work, the leave may be applied for via Core employee self-service by creating a new leave request for Force Majeure Leave

Version	Revision Date	Summary of Changes	Policy Owner
2.0	October 2020	Change to application process	HR