



# Force Majeure Leave

## General

The Parental Leave Act 1998 provides staff with an 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.


Entitlement is maximum of 3 days paid leave in 12 months, or 5 days in 36 consecutive months.

Applies to child (in loco parentis), spouse or partner, brother or sister, parent or grandparent.

## Notice

The employee must give notice in writing to their Head of School/Director of Unit as soon as reasonably practical thereafter and must specify dates of leave, and reason for leave. Part of day counts as one. Details of the leave should then be forwarded to the Human Resources Office through the Weekly Absence Reports.

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