

Force Majeure Leave Policy

1. Policy Statement

Force majeure leave is short-term paid leave that employees 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.

2. Purpose

- 2.1. To outline employee entitlements in relation to force majeure leave.
- 2.2. To outline the procedure to be followed when applying for force majeure leave.

3. Scope

All employees of Keltech.

4. Responsibilities

- 4.1. Employees are required to adhere to the provisions outlined in this policy.
- 4.2. Supervisors are responsible for ensuring all employees comply with the terms of this policy.
- 4.3. The HR Coordinator is responsible for ensuring consistent application of this policy and providing advice and support to supervisors regarding the monitoring and management of this policy.

5. Entitlement

- 5.1. An employee is entitled to paid leave owing to the urgent illness or injury of:
 - 5.1.1. A child (natural or adopted)
 - 5.1.2. A spouse / partner
 - 5.1.3. A person to whom he or she is in loco parentis
 - 5.1.4. A brother / sister
 - 5.1.5. A parent / grandparent
 - 5.1.6. A domestic dependant
- 5.2. This entitlement applies only when the immediate presence of an employee is indispensable, at the place where the ill/injury person is located.
- 5.3. An employee's entitlement to force majeure leave is limited to three days in any 12 consecutive months or five days in any 36 consecutive months. There are no service criteria for an employee to avail of force majeure leave.

6. Applying for Force Majeure Leave

- 6.1. Due to the nature of force majeure leave, prior notice cannot be given. However, employees are required to inform their supervisor as soon as possible on the first day of absence.

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- 6.2. On return to work, an employee will need to discuss the reasons for taking the leave. An employee must also complete the force majeure notice document (Appendix 1) on return to work.
- 6.3. The employee's supervisor in conjunction with the HR Coordinator will conduct a review of the application and will confirm whether or not the leave will be treated as force majeure leave.
- 6.4. Medical appointments for which an employees presence is necessary and for which employees have prior knowledge will not be deemed eligible for force majeure leave.

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Notice to employer of Force Majeure Leave (Appendix 1)

To be completed by an employee who takes force majeure leave, as soon as reasonably practicable after the leave is taken.

Name of employee: _____ Department: _____

Badge No: _____ PPS Number: _____

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

Nature of illness/injury 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/illness of the member of my immediate family stated above and per details stated, as a result of which my immediate presence with the 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 _____
(Employee)

Signed _____ Date _____
(Supervisor)