

APPLICATION FOR FORCE MAJEURE LEAVE

TO THE MANAGERIAL AUTHORITY OF LOUTH AND MEATH EDUCATION AND TRAINING BOARD

Staff Member's Name: _____

School/Centre: _____

Employee Code: _____

I hereby apply for Force Majeure leave for the following reason:

For the dates: from _____ **to** _____ **(inclusive).**

I declare that the details supplied above are true and complete and that I have not exceeded my entitlement to Force Majeure Leave as outlined in Circular 17/99. (i.e. not exceeding 3 days in any period of 12 consecutive months or 5 days in any period of 36 consecutive months).

Signature of applicant: _____ **Date:** _____

Signature of Principal/Centre Head: _____ **Date:** _____

(Leave must be notified to Principal, Centre/Section Head before submitting to HR.)

FOR COMPLETION IN HEAD OFFICE

Approved ☐ Refused ☐

Signed: _____ **Date:** _____

Director of Schools/ Further Education / Organisation Support & Development

Previous Force Majeure taken:

- Force Majeure leave is paid and is separate from parental leave.
- It is limited to a maximum of 3 days in any period of 12 consecutive months or 5 days in any period of 36 consecutive months.
- **Purpose:** Force Majeure leave covers situations where, for urgent family reasons, owing to an injury to or the illness of a close family member, the immediate presence of the employee is indispensably required at the place where the family member is.
For the purposes of the Act, "family member" is defined as the following: child or adoptive child, spouse or a person with whom the employee is living as husband or wife, a person to whom the employee is in loco parentis, brother or sister, parent or grandparent.
- **Application Procedure:** Applications for Force Majeure Leave for Family Emergencies to be **signed by applicant and by Principal/ Centre/Co-Ordinator/Section Head before submitting to HR Section by email to leaveapplications@lmetb.ie**. Applications for Force Majeure Leave for Family Emergencies must be forwarded as soon as possible by applicant to School/Centre office. Latest date for consideration of applications for Force Majeure Leave for Family Emergencies is one month from date of leave requirement.