

1. Introduction

Leave for medical care purposes is short-term unpaid leave that staff members can avail of for the purposes of providing personal care or support to certain specified persons.

2. Scope

This policy applies to all LauraLynn members of staff. All references in this policy to LauraLynn includes both CSH Childcare Services operating as LauraLynn Ireland's Children's Hospice and The Children's Sunshine Home.

3. Definitions

Unpaid leave is defined as absence granted where no payment of salary is provided.

4. Responsibilities

Head of Department/Line Manager

It is the responsibility of the manager to ensure compliance with this policy amongst their team. Managers are responsible for monitoring leave and to follow up on individual cases where the amount or pattern of leave gives cause for concern. Managers will ensure all leave is appropriately recorded on Clockwise, LauraLynn's time and attendance software system.

Staff Members

It is the responsibility of each member of staff to ensure they read, understand and adhere to this policy.

Human Resources (HR) Department

The HR Department will provide advice and support to managers and members of staff on the terms and conditions and implementation of this policy.

5. Policy

Members of staff are entitled to up to 5 days leave without pay to provide personal care or support to a specified person who is ***in need of significant care or support for a serious medical reason***.

A specified person is as follows:

1. A person of whom the employee is the relevant parent
2. The spouse or civil partner of the staff member
3. The cohabitant of the staff member
4. A parent or grandparent of the staff member
5. A brother or sister of the staff member
6. A person, other than specified above, who resides in the same household as the staff member

There is no service requirement to avail of this leave.

Written By: Fiona Broxson, Senior HR Officer	Date Issued: 12.11.2024	Revision No: 1
Approved By: Lauri Cryan, Head of HR	Review Date: 12.11.2027	Page 1 of 4

A person is considered to be in need of significant care or support for a serious medical reason where, owing to the person's disability, injury or illness, he or she requires such care or support that includes the presence of the staff member at the place where the person is.

Leave for medical purposes consists of one or more days on which, but for the leave, the staff member would be working. The entitlement applies when the presence of the staff member is required at the place where the disabled / ill / injured person is located.

A member of staff may be granted up to a maximum of 5 days in any period of 12 consecutive months. The leave cannot be taken in a period of less than one day. If leave is taken for part of one day then the leave will be counted as one full day's absence.

6. Procedure:

Due to the nature of leave for medical care purposes it may not be possible to apply for the leave in advance. However, where it is possible to provide advance notice of an intention to take leave for medical care purposes, staff are encouraged to do so.

When a staff member takes or intends to take the leave, he/she is required to inform their manager as soon as reasonably practicable. The application form available in the Appendix must be submitted to the Head of Department for approval.

The Head of Department may request additional information to be provided including relevant evidence, such as a medical certificate signed by a registered practitioner confirming that the person named was in need of significant care or support for a serious medical reason.

On receipt of the signed application form, the HR Department will confirm in writing to the member of staff whether or not the leave has been granted.

All entitlements to leave including annual leave and public holidays will continue to be accrued during the staff member's absence.

7. Employment Rights

All your employment rights, except remuneration, are protected while you are on leave for medical care purposes. All entitlements to leave including annual leave and public holidays will continue to be accrued during the staff member's absence. You will return to your normal position on completion of the period of leave.

8. Audit & Evaluation

This policy and associated procedure will be amended as necessary to reflect any changes to best practice, law, or substantial organisation changes.

9. References

The Work Life Balance and Miscellaneous Provisions Act 2023.

Written By: Fiona Broxson, Senior HR Officer	Date Issued: 12.11.2024	Revision No: 1
Approved By: Lauri Cryan, Head of HR	Review Date: 12.11.2027	Page 2 of 4

Appendix

~ Unpaid Leave for Medical Care Purposes Application Form ~

A staff member may be granted up to a maximum of 5 days in any period of 12 consecutive months. The leave must be taken in periods of at least one day.

Section 1. To be completed by the staff member

Staff Member's Name: _____

Please indicate the person who is in need of significant care or support for a serious medical reason: (tick the appropriate check box)

A person of whom the member of staff is the relevant parent	
The spouse or civil partner of the staff member	
The cohabitant of the staff member	
A parent or grandparent of the staff member	
A brother or sister of the staff member	
A person, other than one specified above, who resides in the same household as the staff member	

Note: When you have submitted your confirmation document, your manager may request you to provide information in relation to-

- (i) your relationship with the person in respect of whom the leave for medical care purposes is proposed to be taken or was taken
- (ii) the nature of the personal care or support required to be given by you to the person concerned, and
- (iii) relevant evidence relating to the need of the person for significant care or support.

Relevant evidence means

- a) A medical certificate stating that the person named in the certificate is (or where the leave has already been taken) was in need of significant care or support for a serious medical reason, and ii. signed by a registered medical practitioner

Written By: Fiona Broxson, Senior HR Officer	Date Issued: 12.11.2024	Revision No: 1
Approved By: Lauri Cryan, Head of HR	Review Date: 12.11.2027	Page 3 of 4

b) If the employee does not have a medical certificate, such evidence as your manager may reasonably require in order to show that the person concerned is or was in need of significant care or support for a serious medical reason

Please give a statement of the facts entitling you to take medical care leave for this person:

--

Number of Working Days of Medical Care Leave Requested:

Date From: (First Day of Leave)

Date to: (Last Day of Leave)

Signature of Staff Member:

Date:

--	--

Section 2. To be completed by the Head of Department

Leave Approved:

Leave Denied: - State Reason For Declining

Any Additional Information:

--

Signature of Head of Department

Date:

--	--

Written By: Fiona Broxson, Senior HR Officer

Date Issued: 12.11.2024

Revision No: 1

Approved By: Lauri Cryan, Head of HR

Review Date: 12.11.2027

Page 4 of 4