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# Force Majeure Leave Policy

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## 1. Purpose

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 subject to meeting certain statutory conditions.

This policy sets out the GRAHAM's position in relation to granting Force Majeure leave having regard to the relevant statutory provisions. This Policy does not confer contractual rights.

GRAHAM are committed to being an inclusive workplace where all employees, customers and stakeholders can fully participate and contribute. We strive to ensure accessibility across all facets of our operations, including physical spaces, digital platforms, communication channels and services.

Our People polices are regularly audited against rigorous accessibility standards to ensure compliance and to support every employee.

Anyone who requires additional support or has any questions regarding accessibility can contact the HR team at [HR-GFM@graham.co.uk](mailto:HR-GFM@graham.co.uk)

## 2. Eligibility

Force Majeure Leave is available in the event of the urgent illness or injury to an employee's:

- Child (natural or adopted)
- Spouse, partner, husband or wife
- a parent or adoptive parent
- grandparent,
- brother or sister or
- a domestic dependant.

In order to be entitled to a period of Force Majeure Leave the situation must be **urgent**, **immediate** and the employee's presence must be **indispensable**.

### 3. Entitlement

The maximum entitlement under Force Majeure Leave is three days paid leave in any 12 consecutive months or five days in any 36 consecutive months.

Where an employee has to leave work during the day, regardless of the time of the day, it will be treated as a full day of Force Majeure Leave and the employee must inform their manager prior to departure.

There is no service requirement for an employee to avail of Force Majeure Leave.

### 4. Notification

In the event that the employee must be absent due to an illness or injury of a defined relative (as above), and the absence is known before the start of the working day, they must contact their Line Manager within one hour of normal start time on the first day of absence.

On returning to work the employee must immediately provide their Line Manager with a written report stating:

- their name;
- their PPS number;
- the dates of leave taken;
- a full explanation of why Force Majeure Leave is being applied for;
- their relationship to the person who was ill or injured.

The Line Manager will consider the application, in consultation with their manager, and the employee will be notified in writing as to whether the period of Force Majeure Leave is approved.

Force Majeure Leave is to be used in an emergency, unforeseen situation. It is not appropriate, therefore, for an employee to use Force Majeure Leave in relation to events which are known about in advance for example, to attend a pre-booked doctor's appointment.

### 5. Abuse of Force Majeure Leave

Employees found abusing their entitlement to Force Majeure Leave will be subject to the disciplinary procedure.