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# Special Leave Policy

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## 1. Parental Leave

- 1.1 Parental leave entitles parents to take unpaid leave from work to spend time looking after their children. You can take up to 26 weeks' parental leave for each eligible child before their 12<sup>th</sup> birthday.
- 1.2 You must have been working for GRAHAM for at least a year to get the full amount of parental leave.
- 1.3 You must give at least 6 weeks' notice before taking parental leave.
- 1.4 You must meet certain criteria to be eligible to take parental leave:
  - Be a relevant parent i.e. a parent, the adoptive parent, a person acting in loco parentis (this means acting as a parent to the child)
  - Take the leave before your child's 12th birthday (16th birthday for a child with a disability)
  - Take the leave in either one continuous period or 2 separate blocks of at least 6 weeks
- 1.5 If you become sick while on parental leave and you are unable to care for your child, the leave can be suspended for the duration of the illness. You must give written notice and evidence of your illness as soon as is reasonably practicable. The parental leave resumes after the illness.

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 policies 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. Parents Leave

- 2.1 The Parent's Leave and Benefit Act 2019 entitles parent's to 5 weeks' leave during the first 2 years of a child's life, or in the case of adoption, within 2 years of the placement of the child with the family.
- 2.2 Parent's Benefit is paid while you are on parent's leave, if you have enough social insurance (PRSI) contributions.
- 2.3 You can take 5 weeks together or take separate weeks of leave.
- 2.4 To be eligible you must be:
  - A parent of the child
  - A spouse, civil partner or cohabitant of the parent of the child
  - A parent of a donor-conceived child as provided for under section 5 of the Children and Family Relationships Act 2015

- The adopting parent or parents of a child
- The spouse, civil partner or spouse of the adopting parent of the child (if the parents have not adopted jointly)

2.5 You must give 6 weeks written notice before the leave is due to start.

2.6 GRAHAM can postpone your leave for the following reasons:

- Seasonal variations in the volume of work
- No replacement to carry out your work
- The nature of your duties
- The number of other employees also taking parent's leave
- Any other relevant matters

### 3. Force Majeure

3.1 The purpose of Force Majeure leave is to provide paid leave in the event of an emergency, where a member of your family has suffered an unexpected illness or injury and your immediate presence with your family member is indispensable.

Please refer to the Force Majeure Policy.

### 3.2 Carer's Leave

3.1 Carer's leave allows employees to leave work temporarily to provide full-time care and attention for someone who needs it.

3.2 You can take Carer's leave for a minimum of 13 weeks and maximum of 104 weeks.

3.3 If you do not take carer's leave in one continuous period, there must be a gap of at least 6 weeks between each period of carer's leave.

3.4 To be eligible:

- You must have been employed by GRAHAM for 12 continuous months
- The person you are caring for must need full time care and attention. You should apply to the DSP who must confirm the person you will be caring for needs the care.
- You must give 6 weeks notice from the start date of carer's leave

3.5 GRAHAM and the employee must sign the confirmation document detailing the carer's leave at least 2 weeks before the carer's leave begins. This will confirm:

- The start date of the carer's leave
- The duration of carer's leave
- How you will take it (in one block or more than one block)

3.6 Carer's leave is unpaid.

3.7 Employees who are carers or parents are entitled to five days' unpaid leave for medical care purposes.

## **4. Bereavement Leave**

- 4.1 Whilst the company does not operate a formal scheme permitting specified time off with pay in the event of a family bereavement we do recognise the impact of such events on employees in relation to dealing with the events and funeral etc.
- 4.2 As a general guide bereavement leave is granted to assist with making funeral arrangements and to attend the funeral. Employees are allowed two days off with pay when the deceased is a close family relation. Any additional leave needed will be without pay or taken out of holiday entitlement.
- 4.3 It is recognised that, given the purpose of the need for time off, it may not be possible to give advance notice of absence. However, a phone call by the employee or a representative should be made to the individual's manager or the Human Resources Department. This should be done at the earliest opportunity during the first day of absence.
- 4.4 If extended leave is required a request should be made in advance to the appropriate manager.

## **5. Dental, Doctor & Hospital Appointments**

- 5.1 Other than for emergencies, all such appointments should be made as far as possible outside normal working hours but where this is not possible every effort should be made to arrange them as close to your starting or finishing time in order to minimise the length of time away from the workplace. On request, employees must produce an appointment card or other written evidence of the appointment.

## **6. Jury Service**

- 6.1 You are entitled to time off work to fulfill your obligations with regard to Jury Service. In the event of you being summoned to attend for Jury service, you must notify your line manager immediately on receipt of the Jury Summons, giving details of the dates you are required to attend Court.
- 6.2 If you are retained on Jury Service for a prolonged period, you have an obligation to notify GRAHAM Facilities Management and must keep in regular contact with your manager throughout. You must return to normal working immediately following your release from Jury duties.
- 6.3 GRAHAM Facilities Management will continue to pay you during your time off on Jury Service.
- 6.4 You should request a certificate from the jury office to confirm your attendance at jury service and provide this to your line manager.