



**UNPAID LEAVE
FOR MEDICAL CARE**

1. Purpose

The purpose of leave for medical care is to provide short term unpaid leave that employees may avail of for the purposes of providing personal care or support to certain specified persons in accordance with the Work Life Balance and Miscellaneous Provisions Act 2022. It is a statutory leave type.

This procedure specifies the arrangements in place at the University College Cork for the administration, recording and application of leave for medical care.

2. Scope

This procedure applies to all employees of the University College Cork

3. Procedure Details

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

The leave shall not exceed 5 days in any period of 12 consecutive months and shall not be taken in a period of less than one day. Part days shall be regarded as full days for the purposes of the maximum number of days an employee can take. There is no minimum service requirement for the leave.

4. Definitions

An employee is entitled to unpaid leave where one of the following persons is in need of significant care or support for a serious medical reason:

- (i) a person of whom the employee is the relevant parent;
- (ii) the spouse or civil partner of the employee;
- (iii) the cohabitant of the employee;
- (iv) a parent or grandparent of the employee;
- (v) a brother or sister of the employee;
- (vi) a person, other than one specified in any of subparagraphs (i) to (v), who resides in the same household as the employee.

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 employee at the place where the person is.

5. Procedure for taking leave

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, employees are requested to do so.

When an employee takes or intends to take the leave, an employee is required to inform the University as soon as reasonably practicable. An employee must complete and sign a *confirmation to employer of unpaid leave for medical care purposes* document, specifying the date of the commencement of the leave for medical care purposes, its duration and outlining the facts entitling the employee to the leave and their relationship to the specified person. The employee will also be required to provide relevant evidence in relation to the person for whom the relevant care or support is or is proposed to be provided. This may include a certificate signed by a medical practitioner or such other evidence as the University may require in order to show that the person concerned was in need of significant care or support for a serious medical reason.

On receipt of a confirmation document, the University will retain the confirmation and will provide a written acknowledgement of the receipt of the confirmation.

6. Roles and Responsibilities

The Employee

The employee will discuss the request for leave for medical care with their Line Manager in the first instance. A formal application should be submitted to Ms. Kathy O'Connell, People and Culture, Central Services, UCC as soon as possible in advance or immediately following the taking of the leave in question.

7. Employment Rights during Leave for Medical Care

All employment rights, except remuneration, are protected while you are on leave for medical care purposes.

8. Payment during Parent's Leave

Leave for medical care is unpaid by the University.

9. Related Documentation

Confirmation to Employer of Leave for Medical care

10. Contacts

Information on applying for leave for medical care is available by emailing k.oconnell@ucc.ie

11. Procedure Review

This procedure will be reviewed by People & Culture Department and subject to legislative changes.

UCC has a number of supports in place which all staff can avail of should they require support during this time. These include our Employee Assistance Programme which is provided by Spectrum Life. The Staff Wellbeing & Development Manager/Advisor & HR Business Managers.

