

In respect of a Public Holiday, an employee is entitled to:

- A paid day off on that day, or
- A paid day off taken within a month of the Public Holiday, or
- An additional day's pay, if the employee is required to work on the Public Holiday.

### **13. Leave of Absence**

<Establishment Name> appreciates that employees may need to take a leave of absence in exceptional circumstances, such as medical, personal, or civic duty, including:

- Immediate Family Bereavement
- Jury Service
- Occupational Medical Leave
- Personal Leave (Family difficulties / personal issues)

Request for a leave of absence should be directed to your manager in the first instance.

### **14. Compassionate Leave**

Appropriate consideration will be given to all requests for compassionate leave in the case of death of a close relative, i.e. parent, brother, sister, child, spouse or partner.

<Establishment name> will grant 3 days paid leave.

### **15. Maternity Leave**

Each female employee is entitled to receive Statutory Maternity Leave/Pay provided they meet the necessary set criteria required, outlined by the State Scheme. A copy of this can be obtained from the main office.

This Maternity Leave includes 14 weeks paid leave and an extra 8 weeks unpaid leave at the discretion of the employee.

All employees must notify their Department Manager or the General Manager as soon as the pregnancy has been confirmed by their GP.

### **16. Absence from Work**

If a situation arises where you are not able to work and will be absent for that day, or a period of time, you are required to notify your Manager at least 2 hours prior to the commencement of your shift. You need to inform your manager of:

- The reason for your absence
- The telephone number where you can be contacted.

For absences of more than one day, you will need to keep in regular contact with your department head to update them of your situation.

Any absence, due to illness, of 3 days or more require a Doctor's Certificate, which you are required to forward to your Department Manager as soon as possible.

On return to work you will be required to fill in a "Certificate of Absence Form" which is available from your Department Manager.