



TUS

Ollscoil Teicneolaíochta na Sionainne:
Lár Tíre, An tIarlthar Láir
Technological University of the Shannon:
Midlands Midwest

Medical Care Leave Policy

2026-2029

HUMAN RESOURCES

Document Control Summary:

Version Number/ Revision Number	Revision Date	Summary of Changes	Changes marked
1.0	Jun 2026	New Policy	

Consultation History:

Version Number/ Revision Number	Consultation Date	Names of Parties in Consultation e.g.: PRC, ARC, GB	Summary of Changes
2.0	October – Jun 2026	Unions, HR Managers	New Policy

Development Log:

Responsible for:	Title
Policy Developer:	Human Resources Department
Policy Owner:	VP People & Organisation
Recommended by:	Human Resources Department
Approving Authority:	VP People & Organisation
Reference Documents:	

Approval Log:

Version	Approved By:	Approval Level
2.0	VP People & Organisation	3

Date Approved: June 2026	Date Policy to take effect: June 2026
---------------------------------	--

Review Timeframe:

Version	Next Review Date:
1.0	1 st January 2030

Document Location:

Website – Policies and Procedures	X
Website – Staff Hub	
Website – Student Hub	
Other: - Internal Use Only	

Table of Contents

1.	Introduction	3
2.	Purpose.....	3
4.	Scope	3
5.	Entitlements	3
6.	Application Procedure	4
7.	Compliance/Monitoring Review	4
8.	Queries	4

1. Introduction

TUS Medical Care Leave Policy is intended to provide staff of the Technological University of the Shannon (TUS) with details on the entitlements in relation to Medical Care Leave.

The Work Life Balance and Miscellaneous Provisions Act 2023 introduces the entitlement to up to five days leave, without pay, in a 12-month period to provide significant care or support for a serious medical condition.

This leave entitlement is separate to Force Majeure leave (paid leave for urgent family reasons).

2. Purpose

This policy is intended to provide staff of the University with details on the eligibility criteria and entitlements to medical care leave whereby a staff member can take unpaid leave, to provide significant care or support to a specified person for a serious medical condition.

3. Definitions

A specified person is defined as:

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

4. Scope

This policy is applicable to all TUS staff members.

5. Entitlements

A staff member is entitled to take unpaid leave to provide personal care or support to a specified person for a serious medical condition for one or more days but shall not exceed five days in any period of 12 consecutive months and shall not be taken in a period of less than one day.

6. Application Procedure

When a staff member takes, or intends to take, leave they should, as soon as reasonably practical, notify the University that they have taken or intend to take leave for medical care purposes. In notifying the University, the staff member should specify the date of commencement of the leave and the duration.

Staff wishing to avail of this leave must submit their application for approval via the Employee Request facility on the Employee Self Service System (ESS)

The University may seek evidence (e.g., medical certificate), from the staff member, to justify or support an application for medical care leave. If a medical certificate is not available, alternative evidence may be sought.

7. Compliance/Monitoring Review

This Policy will be updated as required to reflect changes in applicable laws or in relevant circular letters.

The policy will be reviewed every 4 years to reflect national policy and guidelines, and national / international benchmarks of best practice.

8. Queries

For enquiries on this policy please contact the relevant HR Office:

TUS Midlands: hr.midlands@tus.ie TUS Midwest: hr.midwest@tus.ie