

International Travel Policy during COVID-19 Pandemic

Purpose

This policy outlines the Society's arrangements where employees choose to travel internationally during a pandemic such as Covid 19. This policy operates in addition to the Society's policies on annual leave, absence, health and safety and work safety protocol.

Scope

This policy covers all part-time and full-time employees of the Law Society.

Travelling for Personal Reasons

From 19 July 2021, new advice and rules for international travel came into effect in Ireland. Covid-19 is still a threat, but with continued public health measures, vaccination and testing, it will be possible to travel internationally. For latest updates, see [Government travel advice](#)

There are 4 Digital COVID Certificates, please see the following to verify which one is applicable to you [EU Digital Covid Certificate](#)

Despite the European Digital COVID Certificate, each country continues to be responsible for the definition of its own entry requirements and rules, which are not standardised at the EU level. For more information on country specific requirements, see [Department of Foreign Affairs](#)

For employees who travel for personal reasons, the Society will adopt a practical but precautionary approach to this type of travel. It is essential that employees are cognisant of their responsibilities under Section 13 of the Safety, Health and Welfare at Work Act 2005, specifically that employees do not 'engage in improper conduct or other behaviour that is likely to endanger his or her own safety, health and welfare at work or that of any other person.'

As international travel can pose a higher risk of spreading COVID-19, the Society has set out the following terms to ensure it obliges with its safety requirements under the Safety, Health and Welfare at Work Act 2005.

Terms for Availing of International Travel for Personal Reasons

Time off for international travel plus any period where quarantine is required must be agreed and booked in advance in line with the Society's normal rules under the annual leave policy.

Employees will be required to quarantine in their own time, and this may be unpaid leave. However, subject to management discretion employees may work remotely, use accrued annual leave or approved time off in lieu. On a case by case basis this will be reviewed by your manager and will be subject to their approval.

Employees must advise their manager and the human resources department in writing of their intention to travel to the country or countries they intend to visit.

Employees who knowingly intend to travel to a country that requires quarantine in the host country or when they return to Ireland must request the additional absence/s in advance of taking their leave for the duration of the mandated quarantine period for approval by their manager and the human resources department.

Management reserve the right to reject requests for travel where quarantine is required either in the host country or when they return to Ireland where it is deemed that the prolonged absence may be detrimental to the business and to ensure the fair allocation of leave amongst colleagues.

Where quarantine restrictions are in force on returning home, employees must fully comply with those requirements, and they must not attend or visit any Society premises.

Travel for Family Emergencies

The Society recognises that employees may be working outside of their home country and in the case of an extreme emergency they may be required to travel to their home country. The types of extreme emergencies could be to attend a funeral of a family member or support a critically ill loved one.

Management will undertake to support employees insofar as is reasonably practicable.

Duration of Quarantine

The Society reserves the right to request employees to provide evidence of travel including tracking arrival dates/times in order to determine if the duration of quarantine is compliant with public health requirements. This could be in the form of a copy of the Passenger Locator Form (photograph), airline/ferry tickets etc. The Society will not store this data, but the relevant dates will be noted.

Mandatory Hotel Quarantine (MHQ)

If the employee is travelling for non-essential/personal reasons, the employee is fully responsible for making the necessary arrangements, the costs incurred, and this may be unpaid leave. However, subject to management discretion employees may work remotely, use accrued annual leave or approved time off in lieu. On a case by case basis this will be reviewed by your manager and will be subject to their approval.

Changing Quarantine Requirements

Due to the rapidly changing nature of quarantine requirements, employees may be in the position where travel to the country of their choice has no quarantine requirements when they depart but discover that quarantine is a requirement when they return. Employees are required to keep abreast of the latest travel developments.

Related policies

- Annual Leave Policy & Covid- 19 Annual Leave Policy
- Absence through Illness or Injury Policy
- Health and Safety Policy

Review

The Society reserves the right to review, alter and amend this policy.

