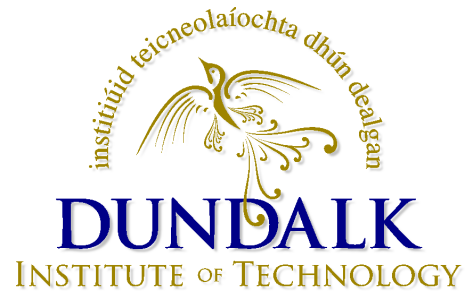


MARRIAGE AND CIVIL PARTNERSHIP LEAVE POLICY (AMENDED JULY 2014)



1. Institute staff members under this policy are entitled to avail of additional special leave to facilitate the events surrounding a Marriage/Civil Partnership
2. This policy applies to all staff who are getting married or entering a civil partnership. However this leave may only be availed of once during the course of staff member's employment in the Institute.
3. Staff may be granted seven consecutive days (Inclusive of a maximum five working days) leave of absence with pay from the date of Marriage/Civil Partnership. Application for this leave should be made in the normal manner through ESS.
4. A copy of the Marriage/Civil Partnership certificate must be forwarded to the Human Resources Office within 12 weeks of the date of taking this leave. If the Marriage/Civil Partnership certificate is not submitted within this time period, then a default of five days annual leave will be taken from the staff members annual leave balance or a deduction of five days' pay will be made whichever is appropriate
5. Any queries on this policy should be forwarded to the Human Resources Office.