



**etbi**  
Education and Training  
Boards Ireland  
*Boird Oideachais agus  
Oiliúna Éireann*

# MARRIAGE LEAVE

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## POLICY

*For all staff in  
Education and  
Training Boards  
Ireland*

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DES Circular Letter	CL Special Leave with pay on Marriage 6/2016
Date approved by ETBI Board	25 <sup>th</sup> January 2022

## 1. INTRODUCTION

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The purpose of this policy is to recognise that staff members will sometimes need time off for life events and this marriage leave policy provides guidelines in that regard.

## 2. ELIGIBILITY

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- 2.2. This policy applies to all staff getting married and have completed their probation period assigned to their appointment.

## 3. PROCEDURES

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Staff members who are planning a marriage will be entitled to 5 extra days leave with pay.

- This leave must be taken on the day and subsequent days of the wedding or within one week of the occasion.
- A minimum of 3 weeks' notice should be given to your line manager for approval in writing and forward to Human Resources.
- Once approved, the staff member should apply for the marriage leave through Zoho People.

## 4. EXCEPTIONS

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The leave arrangement will only be availed on a once-off during your employment with ETBI.

## 5. REVIEW OF POLICY

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There will be a review of this policy two full years after its introduction or earlier if deemed necessary by ETBI.

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