



Banc Ceannais na hÉireann
Central Bank of Ireland
Eurosystem



Human
Resources

Special Leave – Marriage Leave Policy

Applicable to: All Staff Members

Policy Owner: HR Support Manager, Human Resources Division

Document History

Document Location

The most current version of this policy is available on the HR Site on Plaza. Paper copies are valid only on the day they are printed. Refer to the owner if you are in any doubt about the accuracy of this document.

Revision History

This document will be reviewed from time to time to take into account changes in legislation, organisational developments and experience of the policy in practice.

Date of this Revision: October 2017		Date of next Revision: August 2018
Revision Number	Revision Date	Summary of Changes
0.1	April 2010	Policy created
0.2	October 2017	Policy Updated

Approvals

This document requires the following approvals:

Title:	Human Resources Director
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Distribution

This document has been distributed to the approvers listed above, plus:

Name:
Senior Leadership Committee and Heads of Division
Unite Union
T&G Unions

1. Objective

To acknowledge the time required for the organisation of one's own marriage, the Central Bank allows staff "special leave", in the calendar year of their marriage ceremony. This leave is of a maximum of 5 days, subject to the staff member's annual leave allowance not exceeding 27 days.

An example of this is, if a staff member is entitled to 25 days annual leave and is getting married, this staff member can only avail of two days "special leave" as the annual leave allowance cannot exceed 27 days.

Staff member's whose annual leave equates to 27 days or exceeds 27 days can not avail of "special leave" for a marriage ceremony. Annual leave allowance does not include Merit leave.

Staff wishing to avail of this leave should apply in writing to HR Support, HRD. Staff will be required to provide supporting documentation (Marriage Certificate) in this regard.