

## Marriage/Civil Partnership Leave

- Marriage/Civil Partnership leave is paid leave.
- It is limited to a maximum of 7 days, including Saturday and Sunday. It must include the date of marriage/Civil Partnership. This week cannot be extended on the grounds that the school was closed during the week for a church holiday, public holiday etc.
- ***Application Procedure:*** Applications for Marriage/Civil Partnership Leave to be signed by applicant and emailed to HR Section at **leaveapplications@lmetb.ie** not less than 6 weeks prior to the commencement of the leave.
- It should be noted that while you are entitled to marriage leave, you are not entitled to substitution cover for your classes. Please contact your School Principal / Centre Manager to arrange same.