



## **APPLICATION FOR MARRIAGE/ CIVIL Partnership Leave – Non Teaching Staff**

### **PART 1: APPLICATION**

<b>NAME:</b>	
<b>SCHOOL/CENTRE:</b>	
<b>Date of Marriage / Civil Partnership:</b>	

I hereby make an application for Marriage/Civil Partnership Leave (not exceeding 7 consecutive days to include the day of the marriage/civil partnership)

**From:**

**To:**

I hereby make an application for unpaid leave (following Marriage/Civil Partnership Leave)

**From:**

**To:**

**Signature of  
Staff Member:**

**Date:**

**Signature of  
Principal/Centre head:**

**Date:**

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### **PART 2: CONFIRMATION**

I wish to confirm that Marriage/ civil Partnership Leave has been granted in respect of the Paid/Unpaid details outlined above

**Signed :** \_\_\_\_\_

**Date:-** \_\_\_\_\_

**Director of Schools / Director of Further Ed / Director of Org Support and Development**

**Note: A teacher who wishes to take Marriage/Civil Partnership leave must provide his/her employer, with at least 6 weeks notice of date(s) on which he/she intends to take this leave.**

## 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.