



APPLICATION FOR MARRIAGE/ CIVIL PARTNERSHIP LEAVE – Teaching Staff

PART 1: APPLICATION

NAME:	
SCHOOL/CENTRE:	
Date of Marriage / Civil Partnership:	

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:

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

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.
- 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 to arrange same.