



Civil Partnership / Marriage Leave

1. General

Additional leave, subject to a maximum of 3 days, may be allowed on the civil partnership or marriage of a staff member where annual leave entitlement and civil partnership/marriage leave do not exceed 23 days.

2. Implementation

An application for Civil Partnership & leave or marriage leave must be in writing and must be made to the Head of School/Unit and copied to the Human Resources Department. The Head of School/Unit and Human Resources Department must be satisfied that the staff member intends to return to work before approving the request for Civil Partnership leave or marriage leave. Up to a maximum of 3 days may be allowed if the staff members annual leave entitlement (excluding carryover) in the leave year in which the Civil Partnership or marriage occurs plus the Civil Partnership leave or marriage leave does not exceed 23 days. Leave without pay may be allowed for a maximum of one week immediately before or after civil partnership or marriage.

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