

7.6 Marriage Leave

A staff member may be allowed up to 5 days leave with pay on the occasion of their marriage/civil partnership registration (ref: [Circular 6/2016](#)). The amount of this leave, together with the staff member's annual leave allowance in the leave year in which the marriage takes place (not including leave carried forward), cannot exceed a total of 27 days.

For Example: A staff member has an annual leave allowance of 23 days. Therefore, the maximum amount of Leave for marriage/civil partnership registration they can be granted is 4 days.

If a staff member already has an annual leave allowance of 27 days or more per year, they are not entitled to additional leave for marriage/civil partnership registration.

How to apply

- The staff member must notify their line manager as soon as is practicably possible, that they wish to avail of Marriage Leave.
- The leave should be applied for by creating a new leave request for marriage leave, on Core Employee Self Service
- A copy of the marriage certificate/civil partnership registration certificate should be forwarded to the HR Department where requested

Version	Revision Date	Summary of Changes	Policy Owner
2.0	August 2020	Change to application process	HR Services