



# Special Leaves of Absence

<b>HR Policy Document Record</b>	
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Notes	<p>Includes all non-statutory leaves; merged former separate policies to include the following in a single policy:</p> <ul style="list-style-type: none"> <li>• Jury Service</li> <li>• Election Leave</li> <li>• Training with the Reserve Defence Forces</li> <li>• Staff Elected to Public Office</li> <li>• Marriage &amp; Civil Partnership Leave</li> <li>• Compassionate Leave</li> <li>• Other Special Leave</li> </ul>

## **1. INTRODUCTION**

- 1.1. This policy replaces the Special Leave of Absence Policy & Guidelines of April 2007 and encompasses the following areas:
  - a) Jury Service
  - b) Election Leave
  - c) Training with the Reserve Defence Forces
  - d) Staff Elected to Public Office
  - e) Marriage and Civil Partnership Leave
  - f) Compassionate Leave
  - g) Other Special Leave

## **2. JURY SERVICE**

- 2.1. Employers' and employees' entitlements and obligations regarding Jury Service are covered by the Juries Act, 1976. The Act provides that when an employee is called for Jury Service, the employer must continue to pay him/her for the duration of the absence (or, for temporary staff, until the contract expires). There is therefore, no interruption to an employee's contract of employment.
- 2.2. A staff member called for jury service must forward the written notification (**Jury Service Summons**) as soon as it is received to his/her line manager.
- 2.3. Staff will be granted leave of absence with pay to serve as jurors for the period of attendance required in a Court of Law. Any amount received from the Court for loss of earnings should be submitted to the Institute immediately following jury duty. A staff member who attends for jury duty and is required for only part of a day should return to duty for the remainder of the working day.
- 2.4. Lecturing staff may be excused as of right from jury service, by completing a written request for exemption to the Clerk of the Court, duly endorsed by the Head of Human Resources.
- 2.5. Human Resources encourages all other employees to make every effort to carry out their civic duty and report for Jury Service, when called. With some exemptions, Jury Service is obligatory for every citizen from the age of 18 who is entered on the Register of Electors.
- 2.6. There are a limited number of reasons why an employee might be exempt – for a particular period only. Reasons might include pressure of work, sickness or absence from the country. If there are pressures of work or other reasons why attendance may be problematic, then this is a matter ultimately to be decided by the staff member's Head of Function.

## **3. ELECTION LEAVE**

- 3.1. A staff member who is a declared candidate in a General/Local Election may be granted leave of absence (from the final date for the receipt of nominations) of 10 (continuous) days with pay (subject to cost of substitution – see 3.2 below) and a maximum of 18 days without pay (if requested).
- 3.2. This leave is subject to the cost of substitution or to satisfactory arrangements being made locally during the absence.

#### **4. TRAINING WITH THE RESERVE DEFENCE FORCES**

- 4.1. Staff who are members of the Reserve Defence Force, may be granted three days leave of absence with pay to attend annual training which lasts for seven days in duration and seven days leave of absence with pay to attend annual training which lasts fourteen days duration. The remainder of the days can be treated as leave without pay or as annual leave.
- 4.2. Entitlements with regard to attendance at basic training or special training will be in accordance with the terms of the Circular Letter 51/1979 Leave for attendance at training with the Reserve Defence force.

#### **5. STAFF ELECTED TO PUBLIC OFFICE**

- 5.1. A staff member who is elected to public office may be granted leave of absence if requested.
- 5.2. This leave is subject to satisfactory arrangements being made locally during the absence.

#### **6. MARRIAGE & CIVIL PARTNERSHIP LEAVE**

- 6.1. Additional leave is available to facilitate the pre and post events that accompany a marriage or civil partnership.
- 6.2. Staff may be granted seven consecutive days (maximum five working days) leave of absence with pay, which must include the day of Marriage/Civil Partnership.
- 6.3. A further seven consecutive days (maximum five working days) leave of absence without pay immediately following absence with pay, may also be granted, if requested.
- 6.4. These leave arrangements may only be availed of once during the course of employment in DIT.

#### **7. COMPASSIONATE LEAVE**

- 7.1. Staff may be granted leave of absence with pay normally not exceeding three days, necessitated by the serious illness or death of an immediate family member (defined as spouse or civil partner, partner, parent, sister, brother, son, daughter, grandparent, mother-in-law, father-in-law). Salary in respect of absence in excess of three days may be paid only in exceptional circumstances, subject to the approval of Human Resources, and will not normally exceed five working days in total.
- 7.2. In the case of a serious illness or death of a near relative, other than that above, one day's paid absence may be granted.
- 7.3. Time off with pay will also normally be granted at the discretion of the relevant manager, to allow attendance at funerals of the extended family, close friends or colleagues.

## **8. OTHER SPECIAL LEAVE**

8.1. In exceptional circumstances, a staff member may be paid salary in respect of occasional brief absence owing to reasonable causes other than those mentioned above, subject to the approval of the Institute.

8.2. In the same way, a staff member may be allowed leave of absence without pay in respect of occasional brief absences owing to reasonable causes, subject to the approval of the Institute.

## **9. APPLICATION PROCEDURE**

9.1. An application for any of the leave arrangements detailed above should be made by completing the Special Leaves of Absence Form below.

### **QUERIES ON THE POLICY**

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